



CONFERENCE & EVENT GUIDE 2023 / 24

If you love great coffee, art galleries, local artisans, handmade homewares, retro clothing or a good story then there is lots for you at The Historic Village.

Enjoy lunch in the cafe or one of the many garden nooks within the grounds. Strike up a conversation with one of our retailers, artists or community volunteers to discover the stories behind this unique place and its people.

The Historic Village grounds are open seven days a week. Entry is free.

Venues

We understand that every event is different, and budget is a key consideration when planning and delivering your event. Our offering is designed to give you the flexibility to develop an event that fits your requirements and your budget.

What you need to know when hiring a venue

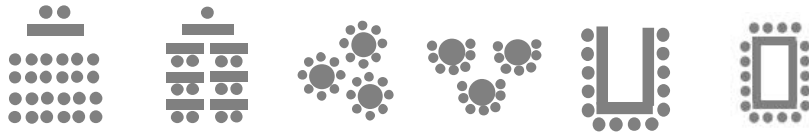
- All prices quoted are GST inclusive.
- Community organisations receive a 20% discount on all venue and grounds bookings. Community organisations are defined as being not-for-profit and hold charitable status.
- Our venue hire rates do not include staff.
On site personnel are required to be on site for all events for set up, catering service, cleaning, breakdown and security of the event.
The staff rate is \$45.00 per person, per hour. Staff will be allocated once we understand your event requirements.



Venues and seating arrangements

There are several unique venues available for hire for meeting and functions; and the grounds can be hired for special festival events.

Venue	Theatre	Classroom	Banquet	Cabaret	U-shape	Boardroom	Cocktail
Village Hall	150	60	100	80	39	42	150
Village Cinema	60	n/a	n/a	n/a	n/a	n/a	n/a
Balcony Room	100	50	80	60	30	36	120
Balcony Room annex	n/a	n/a	n/a	n/a	n/a	18	n/a
Schoolhouse	50	n/a	n/a	n/a	20	20	n/a



Venue hire prices

Meetings and workshops

Venue	Standard rates			Community rates (20% discount)		
	Per hour	Half day (4-hours)	Full day	Per hour	Half day (4-hours)	Full day
Village Hall	\$125.00	\$280.00	\$550.00	\$100.00	\$224.00	\$440.00
Village Cinema	\$80.00	\$180.00	\$360.00	\$64.00	\$144.00	\$288.00
Balcony Room	\$140.00	\$310.00	\$620.00	\$112.00	\$248.00	\$496.00
Balcony Room annex	\$40.00	\$80.00	\$165.00	\$32.00	\$64.00	\$132.00
Schoolhouse	\$45.00	\$95.00	\$190.00	\$36.00	\$76.00	\$152.00
Chapel	\$55.00	\$120.00	\$235.00	\$44.00	\$96.00	\$188.00
Chapel Amphitheatre	\$55.00	\$120.00	\$235.00	\$44.00	\$96.00	\$188.00



Functions

Venue	Standard rates			Community rate (20% discount)		
	Per hour	Half day (4-hours)	Full day	Per hour	Half day (4-hours)	Full day
Village Hall	\$170.00	\$380.00	\$760.00	\$136.00	\$304.00	\$608.00
Village Cinema	\$105.00	\$250.00	\$490.00	\$84.00	\$200.00	\$392.00
Balcony Room	\$185.00	\$430.00	\$860.00	\$148.00	\$344.00	\$688.00
Balcony Room annex	\$50.00	\$105.00	\$220.00	\$40.00	\$84.00	\$176.00
Schoolhouse	\$60.00	\$130.00	\$255.00	\$48.00	\$104.00	\$204.00
Chapel	\$70.00	\$160.00	\$320.00	\$56.00	\$128.00	\$256.00
Chapel Amphitheatre	\$70.00	\$160.00	\$320.00	\$56.00	\$128.00	\$256.00

Festival and outdoor events

Venue	Standard rates			Community rate (20% discount)		
	Per hour	Half day (4-hours)	Full day	Per hour	Half day (4-hours)	Full day
Village Square	\$65.00	\$145.00	\$290.00	\$52.00	\$116.00	\$232.00
Forrester's Lawn	\$65.00	\$145.00	\$290.00	\$52.00	\$116.00	\$232.00
Front Lawn	\$65.00	\$145.00	\$290.00	\$52.00	\$116.00	\$232.00
Hard surfaces: Main, Market and Brook streets	\$65.00	\$145.00	\$290.00	\$52.00	\$116.00	\$232.00
Village grounds A: Forrester's Lawn, Front Lawn, Village Square, hard surfaces	\$190.00	\$435.00	\$870.00	\$144.00	\$348.00	\$696.00
Village grounds B: Village Green	\$255.00	\$580.00	\$1,155.00	\$192.00	\$464.00	\$924.00
Full village (A + B)	\$385.00	\$865.00	\$1,740.00	\$288.00	\$692.00	\$1,392.00



Equipment hire

The Historic Village equipment

Village hall AV system: includes dual screens, 2 x handheld radio microphones, 2 x lapel microphones and auxiliary cable for music	\$100.00 per day
Balcony room sound system: includes wireless handheld microphone and auxiliary cable for music	\$50.00 per day
Village cinema AV system: includes data projector, surround sound system linked to projection equipment, large movie screen and Blu-ray player	\$100.00 per day
Schoolhouse 55" TV screen	\$50.00 per day

Catering information

What you need to know

- Tauranga City Council (via The Historic Village management) hold exclusive catering rights on all bookings at The Historic Village. This means that we do not allow clients to bring in their own food and beverages to be supplied at their events. Further information on the provision of alcohol at events can be found below.
- All catering bookings must be made through the venue and event coordinator in The Historic Village office. Exceptions may be made at our discretion.
- All prices are GST inclusive.
- Minimum numbers apply.
- Orders must be placed at least three working days prior to the event date with final catering numbers to be received 48 business hours prior.
- V = vegetarian, GF = gluten free, DF = dairy free

Note:

- If our menu doesn't meet your needs, please talk to your coordinator and we will assess your requirements on a case-by-case basis.
- Due to current kitchen renovations and staffing challenges our ability to deliver buffet meals and some plated options particularly after house are limited. We need to check with the caterer before confirming these.



Service charges

All catering is subject to the following service charges:

Category	Cost	Detail
Catering Service	\$45.00 incl. GST per hour per staff member required.	Number of staff required is dependent on the classification of the event and will be decided on a case-by-case basis by the Venue & Events Coordinator.

**Catering service required on public holidays may incur a surcharge.*

Beverages for all functions and events

The venue hire includes water glasses and water jugs, all beer and wine glasses are to be provided by the client. The Historic Village does not hold a liquor license. If you are holding a private function in one of The Historic Village's function spaces (e.g. a wedding or birthday party) you will not need to obtain a liquor license to serve alcohol, however no alcohol can be sold (no money is to change hands, this includes ticket sales). You will require written permission from The Historic Village management to serve alcohol. Host responsibility law applies with regards to responsible alcohol consumption. Alcohol service is to be performed by Historic Village staff members. Staff reserve the right to refuse service to intoxicated guests.

Should you wish to sell alcohol at your event, you will require written permission from The Historic Village management as part of an application for a "special license" through Tauranga City Council's liquor licensing team.



Catering menus

Morning & afternoon tea – savoury selection

Freshly brewed coffee and a selection of teas	\$3.50pp, per service
Add chilled juice	\$4.50pp, per service
Small savoury muffins (chef's choice) – made to order DF, vegan if required	\$4.50ea
Large savoury muffins (chef's choice) – made to order DF, vegan if required	\$6.00ea
GF small savoury muffins (chef's choice) – made to order DF, vegan if required	\$4.50ea
GF large savoury muffins (chef's choice) – made to order DF, vegan if required	\$6.00ea
Mini quiches:	\$4.50ea
<ul style="list-style-type: none"> Spinach & feta Caramelized onion & feta Bacon, cheese & tomato Salmon, cream cheese, dill & capers 	\$4.80ea
GF mini quiches	\$4.80ea
Mini savouries:	\$4.50ea
<ul style="list-style-type: none"> Mince & cheese Mince Cottage pie Smoked kahawai Mushroom & bacon 	
GF mini savouries	\$4.80ea
Gourmet mini sausage rolls with tomato relish	\$3.60ea
Traditional club sandwiches:	\$3.00ea
<ul style="list-style-type: none"> Ham & egg salad Chicken, pesto & salad Beef, relish & salad Bacon, avocado, tomato & salad Tomato, egg & salad 	
Scones:	Small: \$4.50 Large: \$6.00
<ul style="list-style-type: none"> Savoury scones Date Scones Cheese Scones 	



Morning & afternoon tea – sweet selection

Freshly baked cookies	\$4.80ea
Assorted bite sized sweet slices (chef's choice)	\$3.95ea
Mini custard & fruit danish	\$4.80ea
Mini whole devonshire scones	\$4.20ea
Brownie slice with cream & berries	\$4.50ea
GF chocolate dipped coconut macaroons	\$4.00ea
Bite sized vanilla bean custard slice	\$4.00ea
Small sweet muffins (chef's choice) – made to order GF, DF, vegan if required	\$4.50ea
Large sweet muffins (chef's choice) – made to order GF, DF, vegan if required	\$5.80ea
GF small sweet muffins (chef's choice) – made to order DF, vegan if required	\$4.80ea
GF large sweet muffins (chef's choice) – made to order DF, vegan if required	\$6.00ea
Mini donuts filled with:	\$4.50ea
• Raspberry & cream	
• Salted caramel	
• Lemon curd	

Working lunch selection

Freshly brewed coffee and a selection of teas	\$3.50pp, per service
Add chilled juice	\$4.50pp, per service

Corporate lunch boxes

1. One filled bread or wrap, a piece of whole fresh fruit & a Charlie's 300ml juice	\$19.50ea
2. One filled bread or wrap, a fresh baked slice or muffin (chef's choice), a piece of whole fresh fruit & a Charlie's 300ml juice	\$23.50ea
3. Fresh made salad, a fresh baked slice or muffin (chef's choice) & a Charlie's 300ml juice	\$25.00ea



Freshly baked filled breads (*GF, DF, V can be made on request*)

Freshly baked baps white or wholemeal	\$8.50ea
GF baps	\$9.50ea
Wholegrain or wholemeal bread	\$8.50ea
Wraps	\$9.50ea
GF wraps	\$10.50ea

Selection of fillings:

- Bacon, cheese & tomato
- Bacon, lettuce, tomato & avocado
- Chicken, pesto & salad
- Mustard, beef & salad
- Cream cheese, ham, relish, cheese & tomato
- Bacon, egg, tomato & hollandaise
- Fresh salad greens, tomato, carrot, hummus & aioli. Egg is optional.

Large sliders:	\$6.50ea
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- Falafal pattie with tzatziki yoghurt dressing
- Caramelized onion, lamb & mint
- Chicken & pesto
- Chicken, cranberry & brie
- Roast beef & relish
- Beef pattie, caramelized onion & cheese

Working lunch – hot item selection

Honey soy chicken drums	\$4.80ea
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Chicken or beef satay skewers with creamy satay dipping sauce (GF)	\$4.80ea
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Beef koftas with tzatziki dipping sauce (GF)	\$4.80ea
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Mini quiches:	\$4.50ea
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- Spinach & feta
- Caramelized onion & feta
- Bacon, cheese & tomato
- Salmon, cream cheese, dill & capers

Gluten free mini quiches	\$4.80ea
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Mini savouries:	\$4.50ea
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- Mince & cheese
- Mince
- Cottage pie
- Smoked Kahawai
- Mushroom & bacon

Gluten free mini savouries	\$4.80ea
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Gourmet mini sausage rolls with tomato relish	\$4.50ea
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Working lunch – sweet selection

Freshly baked cookies	\$4.80ea
Assorted bite sized sweet slices (chef's choice)	\$4.00ea
Mini custard & fruit danishes	\$4.80ea
Mini whole Devonshire scones	\$4.20ea
Brownie slice with cream & berries	\$4.50ea
GF chocolate dipped coconut macaroons	\$4.00ea
Bite sized vanilla bean custard slice	\$3.50ea
Small sweet muffins (chef's choice) – made to order DF, vegan if required	\$4.50ea
GF small sweet muffins (chef's choice) – made to order DF, vegan if required	\$4.80ea
Large sweet muffins (chef's choice) – made to order DF, vegan if required	\$5.80ea
GF large sweet muffins (chef's choice) – made to order DF, vegan if required	\$6.00ea
Mini donuts filled with:	\$4.20ea
<ul style="list-style-type: none">• raspberry & cream• salted caramel• lemon curd	



Platters (all platters are suitable for 10 – 15 people)

Mexican treasure – <i>GF and DF on request</i> Crispy garlic pita chips with a mouth-watering fresh rustic guacamole dip	\$130.00
Italian stallion Lightly toasted fresh baked ciabatta, rubbed with fresh garlic and served with the most amazing fresh tomato bruschetta mix	\$120.00
Deli platter – <i>GF on request</i> A lovely selection of salami, cheeses, creamy pesto spread with fresh grapes & freshly baked ciabatta	\$140.00
Antipasto platter: Crostoni, stuffed pepper dew peppers, a selection of olives, cocktail onions, cocktail gherkins, cheese, salami & roasted capsicum	\$155.00
The meat lover – <i>GF and DF on request</i> A scrumptious hot platter of freshly made chicken & beef skewers, sticky honey soy chicken nibbles, beef koftas, falafels with a satay & tzatziki dip	\$210.00
Seasonal nibbles platter – <i>GF and DF on request</i> Meat selection, raw vegetable sticks and dips (hummus, pesto, relish) with a selection of cheese, crackers, stuffed pepper dew peppers & sliced seasonal fruits with a yoghurt dip	\$170.00
Vegetarian seasonal nibbles platter – <i>GF and DF on request</i> Raw vegetable sticks and dips (hummus, pesto, relish) with a selection of cheese, crackers, stuffed pepper dew peppers & sliced seasonal fruits with a yoghurt dip	\$155.00
Lord of the sea – <i>GF and DF on request</i> Salt & pepper squid, fresh cooked garlic butter prawns & prawn twisters, mini fresh smoked kahawai fish cakes, fresh cooked mussels in half shells, freshly baked ciabatta & a sensational creamy smoked kahawai spread. Served with tartare and marinara sauces	\$240.00
Heavenly fruit (GF) A beautiful platter of fresh sliced seasonal local fruits with a yoghurt dip	\$145.00
Sweet sensations – <i>GF and DF on request</i> A selection of chef's best! Homemade bite sized sweet slices, cakes, cookies and delish treats that will have you going back for more	\$150.00
Fresh seasonal fruit baskets (GF)	\$3.00pp



Plated light meals (minimum 10 people, maximum 50 people)

Traditional lasagne – GF on request: Beef or pumpkin, spinach & three cheese lasagne with a leafy green side salad & fresh baked rolls with butter	\$24.00ea
Mac & cheese: A leafy green side salad & freshly toasted herb bread	\$22.80ea
Soup of the day (GF): With fresh baked rolls & garlic herb butter	\$19.00ea
Aaron's fabulous seafood chowder: With fresh baked rolls & garlic herb butter	\$22.00ea
Freshly baked quiche (GF): With a leafy green side salad, relish & fresh baked rolls with butter	\$23.00ea
Roasted vege frittata (GF): With a leafy green side salad, relish & fresh baked rolls with butter	\$23.00ea
Homemade bacon & egg pie: With freshly made slaw & fresh baked rolls with butter	\$23.00ea
Thai coconut chicken curry: With rice & fresh baked rolls with butter	\$23.00ea
Beef stroganoff : With rice & fresh baked rolls with butter	\$23.00ea



Canapes – savory selection

Mini hash stacks (GF DF)	\$5.50ea
Mozzarella, basil & tomato skewers with a balsamic drizzle	\$3.60ea
Smoked salmon, dill, cream cheese & caper crostini	\$3.60ea
Mini smoked kahawai fish cakes with marinara sauce	\$4.50ea
Mini croissants:	\$5.50ea
<ul style="list-style-type: none">• Ham, cheese & tomato• Bacon, egg & hollandaise• Smoked chicken, brie & cranberry• Salmon & cream cheese	
Blinis:	\$4.00ea
Salmon, cream cheese & capers	
Beef & horseradish	
Sundried tomato with basil & mozzarella	
Shooters:	\$5.50ea
<ul style="list-style-type: none">• Prawn cocktail• Chicken satay• Beef satay	
Sliders:	\$5.00ea
<ul style="list-style-type: none">• Caramelised onion & beef• Chicken, cranberry & brie• Beef pattie, cheese & relish	

Canapes – sweet selection

Donut boat:	\$5.50ea
<ul style="list-style-type: none">• Mini donut twist topped with chocolate sauce• Mini donut twist topped with cream & raspberry• Mini donut twist topped with cream & salted caramel	
Sweet bites:	\$3.95ea
<ul style="list-style-type: none">• Assorted slices• Custard bites• Mini chocolate dipped Macaroons (GF)	
Mini chocolate eclairs	\$4.80ea



Buffet menu selection – create your own menu by selecting from the items below:

Freshly baked breads with butter and herb & garlic butter \$3.00pp

Meats

Chicken roulade with pan gravy Filling options: mushroom, spinach & bacon feta, spinach & sundried tomato apricot & cream cheese pesto & parmesan	\$9.60pp
Roasted leg of lamb with pan gravy and mint sauce (rosemary & garlic)	\$10.60pp
Roasted fillet of beef with pan gravy with Moroccan rub, garlic & rosemary rub	\$10.60pp
Glazed ham with chutneys and relishes – served hot or cold	\$9.60pp

Vegetables

New potatoes with butter and mint	\$7.80pp
Medley of roasted vegetables – potatoes, kumara, onions, pumpkin	\$8.40pp
Medley of mediterranean roasted vegetables – potatoes, eggplant, bell peppers, red onions	\$8.40pp
Medley of seasonal steamed vegetables	\$7.20pp

Salads

Greek garden salad	\$7.80pp
Leafy green salad	\$8.40pp
Greek couscous salad	\$8.40pp
Pesto chicken pasta salad	\$8.40pp
Roasted vegetable & risoni salad with feta & tomato	\$8.40pp
Tomato, basil, red onion & mozzarella salad with balsamic drizzle	\$8.40pp
Potato salad	\$8.40pp
Coleslaw	\$7.80pp



Desserts

Traditional fruit crumble pies with cream and ice cream (apple, blueberry, apricot)	\$15.00pp
Lemon meringue pie	\$15.00pp
Rolled pavlova with cream & your choice of berries or passionfruit filling	\$15.00pp
Brownie slice with cream & berries	\$15.00pp
Mini chocolate eclairs	\$4.80pp
Brandy snaps with fresh cream	\$5.00pp
Fresh seasonal fruit salad	\$9.00pp



Terms and conditions of hire

The Historic Village entrusts the care and safety of the venues to the person(s) hiring and using them. It is your responsibility to ensure that all members of your group are made aware of the conditions of hire.

Bonds & deposit – *relevant to private functions & events*

A 25% non-refundable deposit is required to confirm the booking. A bond will be applied at the discretion of Historic Village management. The bond and balance of the booking is due seven days prior to the start date. The bond will be refunded within ten working days to a nominated bank account, provided there is no damage to property or equipment, security conditions are met, venue access timings are kept to, and the venue and grounds are left in a tidy state.

Cancellation

The following cancellation fees (less the deposit already paid) may be applied if you cancel your booking:

...with 7 days or more of the venue hire date	Nil
...within 1-6 days of the venue hire date	Up to 50% of the venue hire booking cost
...within 24 hours of the venue hire start time	Up to 100% of the venue hire booking cost
...no notice given, but booking wasn't utilised	Up to 100% of the venue hire booking cost

Catering

Tauranga City Council (via The Historic Village management) hold exclusive catering rights on all bookings at The Historic Village. This means that we do not allow clients to bring in their own food and beverage to be supplied at their events. Minimum catering numbers are to be received 48 business hours prior to the commencement of your event. After this, catering requirements can be increased, but not decreased.

Cleaning

If additional cleaning is required to be undertaken, this will be on-charged to you at a rate of \$45.00 per hour.

Emergencies / Fire safety

As the contact person for this booking, ensure you become familiar with and understand the emergency evacuation process below. You are responsible for communicating this process to all attendees of your booking.

You will need to designate someone at the start of your booking to perform evacuation warden duties outlined below, if the situation arises:



Evacuation process and venue induction

1) If time permits, close doors/windows in your immediate area.
2) If in the balcony room, assist disabled persons to move to a location beside the nearest stairwell evacuation point (without blocking the exit). Someone to stay with them until fire service are able to assist. Your designated evacuation warden must advise fire service or chief fire warden.
3) Evacuate the building immediately via nearest safe exit.
4) Go to assembly point zone 1 (main entrance, grassy area) – remain there until otherwise instructed. Do not return to building until the “all clear” is announced by the fire service or chief building warden.
5) Contact Your Venue & Event Coordinator to advise of emergency evacuation.

Functions

- Functions are hired per day – access to venues is 7:30am to 12.00am (midnight)
- The venue needs to be cleared of decorations, etc by the client at the end of the booking.
- All functions must end by midnight (music is turned off and guests vacate the venue).
- Rubbish/recycling must be removed and venue cleaned by 1.00am.
- A special licence needs to be obtained for functions selling alcohol or ticketed events where alcohol is consumed.

Health & safety

- The Historic Village has a responsibility to ensure a safe environment in and around its buildings. If you identify any hazards and/or potential hazards, please contact the Historic Village office. The hirer is responsible for ensuring adequate controls are in place to deal with any hazards introduced to the area by any person during the hire period and to ensure the safety of all persons in the vicinity.
- Client's organizing an event within The Historic Village grounds may be required to complete a Healthy and Safety Plan that complies with the Health and Safety at Work Act 2015. This plan must then be approved by the Historic Village Health and Safety representative before the event can proceed. The Historic Village will provide guidelines and templates if required.
- All equipment coming on site or used at any Historic Village event must be tag tested in accordance with Health & Safety Act 1992, Electricity Act 1992, and Electrical Regulation 1997, and must comply with AS/NZS 3760 standard/code.



Hirer's responsibilities & penalty fees

The hirer will be responsible for the security of the building in which they have booked. At the end of your event, you must ensure all electrical appliances (including lights, heaters, urns, etc) are turned off, and all windows and doors are securely locked.

All hirers making bookings outside of business hours will have access to lockbox codes for venue key access. The responsibility for this must remain with the nominated point of contact and be kept secure at all times. Failure to do so may result in a penalty fee of \$60.00 being charged for security callout.

Where deemed necessary, the hirer will be required to provide security services for crowd control purposes.

Any charges incurred due to activation of fire alarms will be paid by the hirer, if the activation is found to be a false activation.

Internet

There is wifi internet available in all venues, the cost of this is included in the venue hire rate.

Liquor licensing

If you intend to sell or supply liquor you must comply with liquor licensing law. It is your responsibility to confirm what your obligations are. For information contact Tauranga City Council on 07 577 7000 and ask to speak with Liquor Licensing.

Loss or damage

You will be held responsible for any loss or damage to the property, furniture, appliances, fixtures or fittings situated at the venue during the period of hire. If using art/craft supplies, you must provide a suitable protective cover for furniture, floors and walls. The Historic Village accepts no responsibility for any loss or damage to any property belonging to either the Hirer or any other person. The security of personal items is your responsibility.

Parking

There is strictly no parking within The Historic Village grounds. Should we find an unauthorized vehicle on site, it will be towed.

Prohibited

To prevent any damage to the venue and/or to comply with relevant legislation we prohibit the following, without prior consent from The Historic Village management:

- chewing gum
- cellotape or sticky hooks used on any room surfaces
- smoking in any room/building
- open fires
- smoke machines
- naked flames (including candles and kerosene lamps)
- barbecues or spits.

Technical support

The Historic Village does not supply a technical support person for your event. Please make sure you are familiar with any technical equipment provided prior to your event, or refer to the instructions provided.

**Venue allocation**

The Historic Village reserves the right to assign an alternative venue for your event should the need arise. Where possible The Historic Village will consult with you before making any changes.

Venue hire booking time

Please ensure your booking includes sufficient time for any set-up and pack-down requirements, to avoid clashing with other groups hiring the space on the same day. Should your booking run over the timeframe booked, you will be charged accordingly.

Venue set up by The Historic Village

The Historic Village will set up the venue based on an agreed upon floorplan, to be confirmed at least 5 business days prior to the commencement of your event. The Historic Village venue hire rates include labour for up to 30 minutes for set up, and 30 minutes for pack down and reset after your event. Should the set up or pack down take longer than the 30 minutes allocated, you will be charged an additional labour fee of \$45.00 per hour.

These prices are inclusive of GST and are current at the time of printing, 4 July 2023