



GLENFALLOCH

Function Planner | 2025

FIRST MEETING WITH GLENFALLOCH SCHEDULED FOR:

Date

Time

Glenfalloch contact

Date of booking

Contact name/s

Contact phone number

Contact email address

Business name - if applicable

Adults

5-12yrs

0-4yrs

TOTAL

GLENFALLOCH CONTACT



03 476 1006



hello@glenfalloch.org.nz



www.glenfalloch.co.nz

Make it extra special



EXCLUSIVE VENUE HIRE

\$1,500+GST OCT-APRIL | \$800.00+GST MAY-SEPT

Have the venue all to yourself, from the front deck, the the back courtyard and everything in between! There is a minimum requirement of 50 guests to hire Glenfalloch exclusively.

☐

YES I WOULD LIKE THIS OPTION



HEATING AND FIRE | \$100 (EXCLUSIVE USE ONLY)

Every good story comes from great company, and a well lit fire, or huddled around the outdoor heater. Enjoy the heating as needed, and the fire lit from dusk-until the party is over.

☐

YES I WOULD LIKE THIS OPTION



LIGHTS PACKAGE | \$600.00 (EXCLUSIVE USE ONLY)

There is nothing more magical than seeing our gardens lit-up around you. Enjoy our custom-made Led tree on the deck, 6x sphere globes, and perfectly placed flood lights through trees around the building.

☐

YES I WOULD LIKE THIS OPTION



LAWN GAMES | \$250

Get everyone mingling with our game hire package.

This includes Giant Jenga, Giant Connect Four, Pétanque & Cornhole

☐

YES I WOULD LIKE THIS OPTION



PRESENTATION SCREEN | \$100

Would you like to present a slide show, presentation or video?

We have the perfect screen, easily seen from across the room

☐

YES I WOULD LIKE THIS OPTION



MICROPHONE | \$50.00

Get ready to amplify the fun! We've got 2 shiny microphones ready to make sure every word hits home! Just a heads up—no stands included, so you'll be holding onto the magic!

☐

YES I WOULD LIKE THIS OPTION

The arrival



ARRIVAL BEVERAGES | \$80.00 SET UP (30+ GUESTS)

Welcome your guests in style with our arrival bar set up. (outdoor, weather permitting)
There is no better way to start a gathering, than getting a drink in hand, on arrival.

Options include:

Prosecco, bottled beer, soft drink options and zero alcohol beer & bubbly

☐

YES I WOULD LIKE THIS OPTION



CANAPÉS | \$20 PP (30+ GUESTS)

Get everyone mingling with our game hire package. This includes Giant
Jenga, Giant Connect Four, Pétanque & Cornhole

☐

YES I WOULD LIKE THIS OPTION

HOT CANAPÉS

☐

Sweet and Sticky Pork Belly Bites - gf, df

☐

Spanakopita - Spinach and Feta filled Filo Pastries

☐

Devils Apricot, Date & Prune, with Bacon - gf, df

Half Shell Mussels

☐

Garlic Butter

☐

Arrabbiata

☐

Nam Jim

☐

BBQ Pulled Pork & Jalapeño Croquettes - gf, df

☐

Crispy Chicken Morsels - gf, df

☐

Arancini - Sun Dried Tomato & Walnut, with
Arrabbiata Sauce - gf

COLD CANAPÉS

☐

Bruschetta - tomato, mozzarella & basil
(available October-March) - available gf

☐

Chicken Liver Parfait - gf

☐

Blue Cheese, Pear, Walnut, and Rocket - gf

☐

Smoked Salmon & Herb Creme Fraiche on cucumber
base - gf

☐

Raw Fish Salad - Fresh fish marinated in lemon juice,
with chilli, coriander & coconut cream - gf, df

☐

Beetroot, Chorizo & Smoked Brie Skewers - gf

Fresh Sushi - gf, df

☐

Salmon

☐

Vegetable

☐

Teriyaki Chicken



GRAZING TABLES | SIZES VARY

Our grazing table has a delicious selection of fresh fruit & vegetables, house made dips,
crackers, pickles, olives, fresh made bread, cheeses, and what is currently in season.
This grazing table is forever changing, but is bound to satisfy all of your guests.

☐

YES I WOULD LIKE THIS OPTION

☐

Small grazing table | 25-55 guests | \$650.00

☐

Medium grazing table | 55-85 guests | \$1,200.00

☐

Large grazing table | 85-100 guests | \$1,700.00

The meal



BUFFET

\$ 69.0 PER ADULT | \$ 32.0 PER CHILD AGE 5 - 12 YRS

From the list provided, you can select:

2x Mains | 3x Sides | 2x Desserts

☐

YES I WOULD LIKE THIS OPTION

☐

WILL YOU BE BRINGING A CAKE?

There will be a \$3.0 per person 'cakage' charge

SELECT 2 MEAT DISHES | \$18PP EXTRA MAIN

☐

Beef Cheeks
Braised in Pinot Noir and Dark chocolate.
GF, DF

☐

Mustard Crusted Roasted Ribeye
with red wine jus. GF, DF

☐

Crispy Skin Pork Belly
Marinated in sweet Chinese spices and slow
roasted.
GF, DF

☐

Peach and Rum Glazed Ham Leg
GF, DF

☐

Hungarian Boneless Lamb Shank Goulash
Served with herb Sour cream GF available DF

☐

Chicken Ballotine
Boneless Roast Chicken wrapped in bacon, filled
with olive, lemon, and herb stuffing.
DF, available GF

☐

In House cured and Smoked Salmon Fillets
GF, DF

☐

Moroccan Spiced Lamb Shoulder
GF, DF

SELECT 3 SIDE DISHES | \$10PP EXTRA SIDE

☐

Seasonal Roasted Vegetable Medley
GF, Vegan

☐

Potato Salad with garlic aioli, herbs, bacon.
GF, available Vegan

☐

Asparagus and/or Green Beans
hollandaise and toasted almonds (in season)
GF, available Vegan

☐

Crunchy Broccoli Salad - Semi-dried tomato, red
onion, and balsamic glaze.
GF, Vegan

☐

Mash Potatoes
GF, available Vegan

☐

Vegetable Biryani Rice
cooked with mild aromatic spices and vegetables.
GF, available Vegan

☐

Herb and Butter tossed Gourmet Potatoes
GF

☐

Honey Glazed Baby Carrots
GF, available Vegan

☐

Dauphinoise Potatoes
sliced and baked in cream and cheese
GF, available Vegan

☐

Seasonal Greens
lightly steamed and tossed in sesame oil, soy & sweet
chilli sauce topped with toasted sesame seeds
GF, Vegan

☐

Roasted Potatoes
GF, available Vegan

☐

Caesar Salad - Cos lettuce, bacon, soft egg, anchovy
mayo, parmesan and croutons. Available GF

☐

Rainbow Slaw
Red and Green Cabbage with carrot, red and yellow
capsicum and lightly dressed with
nam jim dressing. GF, available Vegan

☐

Garden Salad - Seasonal combination of greens,
tomatoes, cucumber, peppers, radishes, fennel, carrot,
celery, bean sprouts, herbs, edible flowers. GF, Vegan

☐

Israeli Cous Cous - with roasted seasonal vegetables.
Available Vegan

SELECT 2 DESSERTS | \$12PP EXTRA DESSERT

☐

Dark Chocolate Tart
with berry sorbet and hokey pokey.
GF available Vegan

☐

Tiramisu
Coffee-dipped sponge fingers layered with ganache
and mascarpone.
Available GF, Vegan

☐

Lemon Posset
served with lavender shortbread. Available GF
and/or Vegan

☐

Seasonal Fruit Crumble
with yoghurt.
Available GF, Vegan

☐

Sticky Date and Ginger Pudding
with caramel sauce and whipped cream.
Available GF and/or Vegan

☐

Orange Syrup Cake
Praline, sour cream with chocolate and almond tuiles.
GF, available DF, Vegan

☐

Stone Fruit Frangipani Tart
with vanilla bean ice-cream. Available GF

☐

Eton Mess
Meringue, berries, cream. GF

The meal

☐

YES I WOULD LIKE THIS OPTION

SET MENU

\$57.00 2-COURSES | \$67.00 3-COURSES | \$25.00 KIDS 5-12 YRS

Our set menus are designed to reflect the freshness of each season. Below, you'll find a glimpse of our set menu options; however, we encourage you to request a copy of our current menu as your booking date approaches.

When selecting 2 courses, we will need to know if you are choosing entree & main, or main & dessert

☐

WILL YOU BE BRINGING A CAKE?

There will be a \$3.0 per person 'cakage' charge

☐

2-COURSE ENTREE & MAIN

☐

2-COURSE MAIN & DESSERT

☐

3-COURSE



STARTER

Soup of the day with house baked bread
-available gf-

Smoked salmon on rye In house hot smoked salmon on toasted rye with
creamy herbed feta, salad greens & crispy capers
-available gf-

Caesar salad - cos lettuce mix, bacon lardons, shaved parmesan,
croutons, poached egg & Caesar dressing
-gf-

MAINS

Slow cooked lamb shoulder served with bubble and squeak, honey
glazed carrots & brown onion gravy
-gf-

Feta stuffed chicken breast served with pilaf rice, spiced capsicum
jam and seasonal vegetables
-gf-

Harbour fish of the day
-POA-

DESSERT

Seasonal fruit crumble served with vanilla bean ice cream
-available gf -

Vanilla and local honey Panna cotta served with kiwi fruit salad and
mint syrup
-gf-

Dark chocolate tart served with crème anglaise, raspberry coulis
-gf-

Dietaries



DIETARY RESTRICTIONS

We accommodate a variety of dietary preferences, offering specially crafted dairy-free and vegan menus each season.

Our menus are primarily gluten-free-friendly, and we take pride in providing delectable dishes for all. If you have any dietary inquiries, please feel free to reach out to us.

☐

YES, WE HAVE DIETARY NEEDS

THE LIST

RESTRICTION	NAME
<i>e.g. Gluten free</i>	<i>Diane.M</i>

TOTALS

<i>1x</i>	<i>e.g. Gluten free</i>


☐

I HAVE COLLECTED ALL DIETARY NOTES FROM MY GUESTS

Please be aware: We recognize that a guest's dietary needs may occasionally be overlooked, and we will make every effort to accommodate them in such situations.

The bar



BEVERAGE SELECTION

\$ PRICES VARY

It's time to choose the beverages, and budget for your gathering.
We always offer the 0% alcohol range to our guests. Please ask for our current
beverage list if needed.

PLEASE SPECIFY WHAT WE ARE ALLOWED TO OFFER YOUR GUESTS. THIS CAN CHANGE ON THE DAY WITH
PERMISSION FROM THE ORGANIZER.

BAR TAB LIMIT \$ LET YOU KNOW WHEN THE TAB REACHES \$

BEER/CIDER

☐

House
range

☐

Craft
range

☐

Tap
beer

☐

Custom
selection

WINE

☐

House
range

☐

Open
bar

☐

House
bubbly

☐

Custom
selection

SPIRITS

☐

House
range

☐

Open
bar

☐

Do not
allow

☐

Custom
selection

COCKTAILS

☐

Espresso
martini

☐

Allow
all

☐

Do not
allow

☐

Custom
selection

SOFT DRINKS

☐

Classic
range

☐

Open
bar

☐

Do not
allow

TEA & COFFEE

☐

Filter
\$4.00 pp

☐

Allow
barista

☐

Do not
allow

ARE THERE ANY BEVERAGES YOU THINK YOUR
GUESTS WOULD DRINK MORE THAN OTHERS?

Notes

Questions

MUSIC - EXCLUSIVE USE

We use Spotify and are able to use any playlists you have created. If you are hiring a DJ or band, they will need to provide own equipment. Please add contact details for them below.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spotify playlist	Provided playlist	Band booked

Name of band /playlist / general comments



HIREAGE - EXCLUSIVE USE

Have you hired anything for your event such as photobooth, photographer etc.? Include what time they would like to come and set up, and their contact details just incase we need to get in touch with them.

<input type="checkbox"/>	<input type="checkbox"/>
N/A	YES



SET UP NEEDS

Do you have any additional decorations, table decor, or similar items that we should be aware of? Please keep in mind that adhesives on the walls are not permitted, and only natural confetti is allowed.

<input type="checkbox"/>	<input type="checkbox"/>
N/A	YES



TRANSPORT - EXCLUSIVE USE

What form of transport will you be using for your gathering? We highly recommend Otago Heritage Buses for bus transport options. Please let us know who you are using and what your bus timings are.

<input type="checkbox"/>	<input type="checkbox"/>
Private transport	Bus transport



PAYMENT - EXCLUSIVE USE

We are more than happy to provide an invoice for payment with prior arrangement. To secure your booking, we require a deposit which will be your hire fee amount. Please refer to page 7

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invoice	Bank transfer	Pay on the day

Company & address & phone:

TIMINGS

Please let us know the preferred timings of your function. If this is an evening event, our last drinks call is at 11:30 pm, and the bar will be closed at mid-night. These timings can be very vague until we fine-tune everything later

Arrival time:

How long would you like arrival drinks to go for?:

Dinner:

Speeches/presentations:

Leaving:

GLENFALLOCH TERMS OF HIRE

Menu

- Glenfalloch will work with you to create menus from our selected range. Only food from Glenfalloch is to be consumed on the premises.
- Glenfalloch holds the right to amend the menu should there be a supply or product issues.
- In the unforeseen event your function is postponed due to situations out of either party's control, Glenfalloch holds the right to amend pricing of the menu if there is a natural price increase by suppliers, over that period.
- All dietaries are to be sent through to Glenfalloch, no less than 10 workdays prior to the date of your function. Failure to do so might result in the inability of Glenfalloch to cater for these needs.
- Glenfalloch will do it's best to meet the needs of special dietary needs, however; if the allergy is severe, Glenfalloch will not be held responsible if there were to be a case of cross contamination, as all meals are prepped in the same kitchen.

Confirmations

- Total guest numbers are to be confirmed 2 weeks prior to the date of the wedding.

The meals should be broken down as follows: Total adult meals + dietaries, total kid's meals + dietaries, and total additional meals needed + Dietaries e.g., photographer, musicians.

Access of Venue

Your suppliers may access Glenfalloch at a predetermined time.

You and your guests may access Glenfalloch premises from the agreed time (usually 1/2 hr to 1 hour before function), but all guests must leave the premises by midnight.

Responsibilities / Conditions of hire

- No dangerous goods are to be brought on site, no decorations or displays are to be erected without the prior approval of management.
- The client takes responsibility for any breakages, or damage caused by guests and agrees to cover costs for repair or replacement.
- Glenfalloch Restaurants and grounds are fully licensed and as such, the Sale of Liquor Act applies.
- Glenfalloch refuses any BYO beverages on premise and reserve the right to confiscate these beverages from guests.
- Any intoxicated persons will not be served alcohol.
- Under extreme cases of disorderly behavior, Glenfalloch management reserve the right to end your function with prior warning, which will be communicated to the event organizer.
- Glenfalloch highly encourages the use of bus companies to transport your guest's home to ensure your guests get to their destination, safely. If you have chosen to arrange transport for guests leaving Glenfalloch this should be booked to arrive 20 minutes before the event ends. Any guests collected from the site must be collected from Glenfalloch carpark only.
- If vehicles are left in Glenfalloch car park overnight, they must be collected before 11am the following day.
- You agree that photographs shot at the Venue may be used by Glenfalloch for advertising purposes unless this sentence is deleted.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

GLENFALLOCH TERMS OF HIRE

Health and Safety – General

- Please advise Glenfalloch of any hazards and accidents at the venue of which you become aware of.
- Fire extinguisher is located on the wall in the kitchen.
- Please make sure all guests are accounted for when assembled. You can provide a list of guests to Glenfalloch to hold onto.
- Fire / Emergency exit doors must be always kept clear from obstruction.
- Smoke Free Environments Act are respected.
- The Hirer must ensure all contractors that are working on site at Glenfalloch Gardens be aware of our Health and Safety Policy and be inducted on site and sign in and out when on site. Any electrical cords to be secured down with tape.
- No children (under 14 years old) may be left unattended on the grounds. All children must be supervised by a parent or guardian.
- Please ask if you wish to use fireworks or lanterns on the grounds of Glenfalloch. Candles must be contained within an approved vessel and be smoke and drip free.
- Glenfalloch must approve the use of any marquees or temporary structures.
- Dogs are allowed on the premises, but not inside our buildings. All dogs must have all vaccinations up to date. All messes must be cleaned up by the owner. If your dog becomes unruly, they must be leashed or taken off the premises.

Health and Safety – For you to communicate to your guests

- Your MC will inform guests of safety procedures detailed on the Safety Procedures List provided by Glenfalloch management. This can be done at the time of the function, or prior to your arrival.
- Glenfalloch has uneven terrain and surfaces. Please explore the grounds with care.
- Guests are forbidden to explore the gardens when dark as it is too unsafe. Please stay on the front deck and back courtyard only.
- In case of tsunami emergency, move in an orderly fashion up the hill
- Emergency exit signs are clearly labelled above the 2 main exit doors in the restaurant.
- In case of fire, or earthquake emergency, evacuate the restaurant IMMEDIATELY to the fire assembly point in Glenfalloch car park.
- No smoking or vaping in any indoor areas or around Glenfalloch Gardens except behind the restaurant in the courtyard and using a proper ashtray, as the garden becomes a huge fire risk in the Summer.
- Under no circumstances should guests be drinking beverages that have not been purchased from Glenfalloch. Any guests found doing so will have their beverages confiscated, and under extreme circumstances may be asked to leave,
- All Invitees must adhere to the 20km x speed restriction around our carpark, for safety of other guests or public visiting the gardens.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

Check list



HAVE WE COVERED EVERYTHING?

We hope this function planner document helped you with your planning needs!
Use the check list below to make sure we haven't forgotten anything

Glenfalloch checklist

- ☐ Front page - Information
- ☐ Page 1 - Make it special
- ☐ Page 2 - The arrival
- ☐ Page 3 & 4 - The meal
- ☐ Page 5 - Dietaries
- ☐ Page 6 - The bar
- ☐ Page 7
- ☐ Music
- ☐ Hireage
- ☐ Set up needs
- ☐ Transport
- ☐ Payment
- ☐ Page 8 & 9 - Terms of hire

Personal checklist

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
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Notes