



HOTEL COACHMAN

◇ unwind ◇ indulge ◇ inspire



**HOTEL COACHMAN
PALMERSTON NORTH**

WEDDING AND RECEPTION PLANNING GUIDE

140 Fitzherbert Avenue, Palmerston North – Phone: 06 356 5065 – Fax 06 356 6692 Email: deborah@coachman.co.nz

WELCOME TO A HOTEL COACHMAN WEDDING

Thank you for your enquiry regarding using the facilities and services we have here at Hotel Coachman Palmerston North where our aim is to make your wedding a special and memorable occasion.

This planner aims to answer the initial questions you have about holding your wedding with us. We have considerable experience in helping with the planning of weddings and we are most willing to discuss your requirements and to assist you achieve what you want for your wedding day.

We often have both the ceremony and reception held here! The beautiful gazebo and garden can provide a romantic and peaceful option for an outdoor ceremony. If Palmerston North lets us down with the weather, the ceremony can easily be moved at short notice to the inside facilities; by the dramatic stone fireplace or in The McKelvie Room which overlooks the garden and fountain.

If you choose to have both ceremony and reception at Hotel Coachman, generally the ceremony is any time between 2.30pm – 4.00pm. Photos, drinks and nibbles follow, then through to The Hunterville Room for the wedding reception starting from 6.00pm and conclusion at 12.30am.

We have local contacts to assist with your wedding, including Silver Scissors the Hairdressers and Pania Ryan Beauty Retreat both situated at the Hotel.

Catering is most important and our catering is second to none. We offer both buffet and set menu options and many choose to have a selection of nibbles prior to the reception. Our Chef is always ready to assist with menu preparation and any personal requirements, menus start from \$49.00 per person.

The menus are subject to change in costs and content and will be confirmed in the year of your Wedding.

Prices for children:

Under 5 years Complimentary

5 to 12years half price.

We offer a complimentary suite for the Bride and Groom for your wedding night. Once we have booked a date that suits, a **non refundable** deposit of \$1000.00 confirming your booking is required.

We hope this information will give you a feel for the services we are able to provide. We look forward to hearing from you to discuss your needs further.

Deborah Fuller
Wedding Co-coordinator
Hotel Coachman
140 Fitzherbert Ave
Palmerston North
Telephone: (06) 356 5065
E-mail: deborah@coachman.co.nz



WEDDING CO-ORDINATION

Whether you choose the ambience of The Hunterville Bar or the tranquility of the Garden and Fountain, we can help you to plan your day from start to finish.

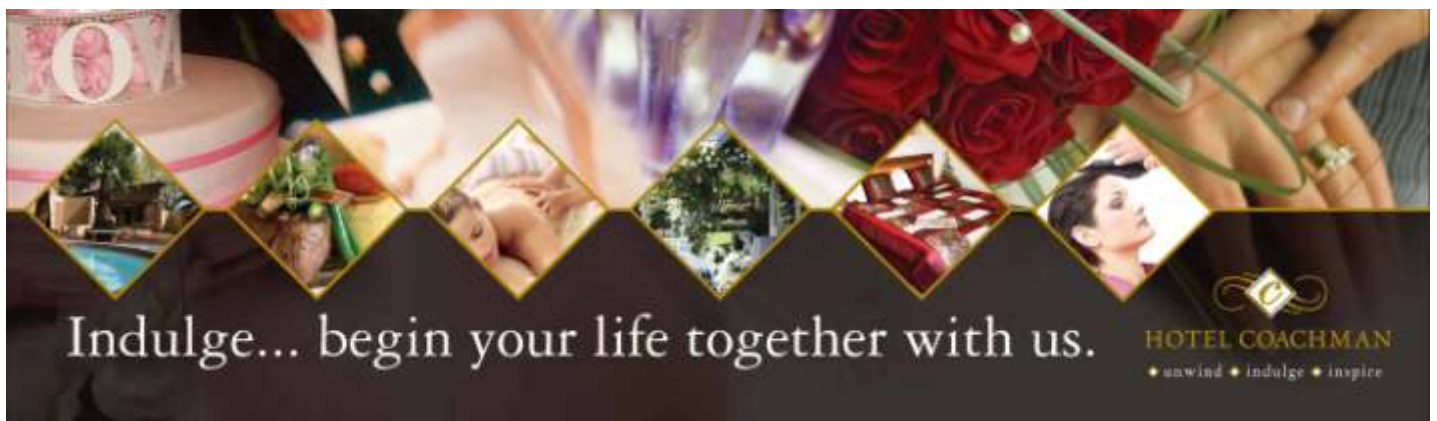
Our team at Hotel Coachman will ensure that your wedding day is filled with many happy memories.

Some of the things we can help you with:

- Venue for your wedding ceremony
- Venue for your reception and dance
- Accommodation for the Bride and Groom
- Accommodation for your guests
- Catering
- Wedding Cake
- Beverage requirements
- Boxed Chocolate Favors \$ 4.00 per box
- White chair covers available for hire \$ 7.00 each
- Coloured Organza chair sashes for hire \$ 4.00 each
- Sound System available for hire suitable for laptop or iPod \$200.00
- Silver Scissors The Hair Dressers (on site)
- Pania Ryan Beauty Retreat (on site)

Recommendations:

- Celebrants
- Printers for wedding stationery
- Musicians
- Transport
- Photographers
- Florists



WEDDING DETAILS AND COSTS

ROOM CAPACITIES:

Seated at Tables

Hunterville / La Patio Club / McKelvie	130
Hunterville / La Patio Club	80
McKelvie	50

Venue Hire: \$1000.00

Includes Hunterville Room, Hunterville Bar, McKelvie Room, Club Room and Rose Garden. Also includes professional wedding coordination advice, designated wedding coordinator on the day, food & beverage staff, all tables, chairs, your choice of black or white table linen, cloth table napkins, cutlery, crockery, glasswear, present table, cake table, handheld microphone for toast master, setup and breakdown. Garden set for ceremony with white chairs and register signing table.

PHOTO OPPORTUNITIES:

There are a number of ideal locations around the hotel where the photographer can capture your memories of this special day. This opportunity is complimentary when holding your reception within the hotel. Alternatively you can get photos done off site while your guests relax and enjoy your hospitality with refreshments and nibbles.

MUSIC HIRE:

Live music including a pianist or a DJ can be organized to play for your wedding
Refer to the *recommendations* page in this pack.

CATERING SELECTIONS: (*Menus follow*)

Canapés
Platters
Buffet Menus
Set Menu

Please discuss your specific requirements with our Wedding Coordinator.

BEVERAGES: (*Beverage Lists follow*)

Wines, Beers, Ports and Sherries, Aperitifs, House and Premium Spirits and Non Alcoholic Beverages are available.

ACCOMMODATION:

We are happy to offer a complimentary suite for the night of your wedding upon booking your Reception at Hotel Coachman, Palmerston North.

DIMENSIONS:

Dance Floor - 8m length x 3m width
Long Tables - 1800 length x 750 width
Round Tables - 1.5 diameter

TOASTS & SPEECHES

The toasts usually follow the cutting of the cake although this sequence can really be done to suit the Wedding Party concerned.

If the toasts are before the meal, ensure the caterers are aware and give an indication of the timing. Toasts beforehand often mean that the bridal couple can relax and will enjoy their wedding breakfast more.

1. Toast the Bride and Groom – this speech is made by the Toastmaster or the Bride's father or guardian. Best wishes are given to the couple and often a short personal story is related concerning the Bride and Groom.
2. In response to the Toast, the Groom will reply with his thanks for the Proposer's kind wishes, and will thank everyone, on behalf of his Bride and himself, for their good wishes. The parents of the bridal couple are also mentioned as are all those who have helped make the wedding a success. He will conclude by complimenting and thanking the Bridesmaids and proposing the toast to them. This is an opportunity for the Bride to add her thanks to those involved.
3. Response to the Bridesmaids' toast – the Best Man thanks the Groom for his toast on behalf of the Bridesmaids. He will also compliment the Bridesmaids.
4. Health of the Bride's parents (optional) – your Toastmaster will propose a toast to the Bride's parents. He will congratulate them on the marriage.
5. Response – the Bride's father will thank the Toastmaster and compliment their daughter on her choice of husband.
6. Health of the Groom's parents – the Toastmaster will propose a toast similar to the one made to the Bride's parents.
7. Response – the Groom's father will thank him and compliment his son on his new wife.

The Toastmaster can be an old family friend or even a minister. His attitude will determine the success of the toasts. It is perhaps best to choose someone who is fairly confident with public speaking, and possesses a good sense of humour.

For some of the toasts the Toastmaster may wish to nominate another speaker, someone who knows the Bride and Groom, or the parents of either, better than himself?

FOOD AND BEVERAGE OPTIONS

COCKTAIL RECEPTIONS

Our Cocktail Reception Menus are intended as light refreshment only. These menus are served for a period of one & a half hours. They are not designed as a substitution for a meal.

COCKTAIL MENU

\$2.50 per item
(Minimum of 15 people)

COLD CANAPÉS

Baby Beetroot and Goats Cheese V
Cajun Lamb with Cumin Yoghurt
Duck Meat with Poached Pear and Blue Cheese
Chilli Corn Salsa and Chorizo Filo Quiche
Roast Pepper and Feta Filo Basket V

SUSHI

Salmon & Egg Sushi GF
Tuna & Crabmeat Sushi GF
Chicken & Capsicum GF
Egg, Capsicum & Cucumber GF / V

HOT SELECTION

Tempura Fish Bites with Remoularde Sauce
Petite Salmon Fish Cakes with Tomato Relish
Crispy Fried Calamari with Spicy Mustard sauce
Mushroom and Havarti Cheese Poms Poms
Tempura Vegetable Nori Roll V



*V = Vegetarian

*GF = Gluten Free

PLATTERS

MEDITERRANEAN PLATTER V

\$2.00pp (minimum 15 people)

Tortilla Chips, Corn Chips, Pita Bites
Pretzels, Nuts, Salsa and Avocado Dip

ASIAN TASTING PLATTER

\$2.00pp (minimum 15 people)

Samosas, Spring Rolls, Chicken Curry Bite & Wontons
Served with Sweet Chilli Dipping Sauce

ANTI-PASTO PLATTER

\$3.50pp (minimum 15 people)

Parma Ham, Chorizo Sausage, Olives, Artichokes,
Feta, Roast Peppers, Smoked Salmon,
Crispy Italian breads and Dips

FRUIT & CHEESE PLATTER V

\$3.50pp (minimum 15 people)

Selection of New Zealand Cheeses, Tropical Fresh Fruit,
Crackers and Fruit Chutney



***V** = Vegetarian

DINNER

Buffet Dinner

\$49 per person
(Minimum 35 people)

Gourmet bread & spread platters

Cold Selection

Rigatoni pasta with roast peppers, spinach, basil pesto & parmesan V
Green beans, potato & salmon with lime dressing GF
Mixed leafy greens with toasted seeds & citrus dressing GF
kalamata olives, feta cheese, tomato, cucumber, red onion, & balsamic dressing GF

Hot selection

Lemon & thyme roast chicken supreme GF
Grilled fresh fish fillets with spinach & vinaigrette salsa GF
Steamed baby potatoes with mint sauce GF / V
Steamed summer vegetables with olive oil infused with lime GF / V

Carvery

Honey glazed champagne ham on the bone GF

Desserts

Baked pear & blueberry tart V
Coffee & bayleys cheesecake V
Chocolate torte V
Fresh fruit salad V

Costs and Content of Buffet are subject to change and will be confirmed in the year of your Wedding

**GF = Gluten Free*

**V = Vegetarian*

Buffet Dinner
\$55 per person
(Minimum 35 people)

Gourmet bread & spread platters

Cold Selection

Rigatoni pasta with roast peppers, spinach, basil pesto & parmesan V
Green beans, potato & salmon with lime dressing GF
Mixed leafy greens with toasted seeds & citrus dressing GF
kalamata olives, feta cheese, tomato, cucumber, red onion, & balsamic dressing GF

Antipasto Selection

Marinated green lip mussels & calamari, garlic tiger prawns, chorizo sausage, grilled vegetables, olives, feta, artichokes, smoked salmon & Parma ham, crispy ciabatta

Hot selection

Lemon & thyme roast chicken supreme GF
Grilled fresh fish fillets with spinach & vinaigrette salsa GF
Steamed baby potatoes with mint sauce GF / V
Steamed summer vegetables with olive oil infused with lime GF / V

Carvery

Honey glazed champagne ham on the bone GF

Desserts

Baked pear & blueberry tart V
Coffee & bayleys cheesecake V
Chocolate torte V
Raspberry & white chocolate roularde V
Fresh fruit salad V

Costs and Content of Buffet are subject to change and will be confirmed in the year of your Wedding

**GF = Gluten Free
V = Vegetarian

Buffet Dinner
\$60 per person
(Minimum 35 people)

Gourmet bread & spread platters

Cold selection

Rigatoni pasta with roast peppers, spinach, basil pesto & parmesan V
Green beans, potato & salmon with lime dressing GF
Mixed leafy greens with toasted seeds & citrus dressing GF
Caesar with crispy bacon, egg, croutons and parmesan cheese
kalamata olives, feta cheese, tomato, cucumber, red onion, & balsamic dressing GF

Antipasto Selection

Marinated green lip mussels & calamari, garlic tiger prawns, chorizo sausage, grilled vegetables, olives, feta, artichokes, smoked salmon & Parma ham, crispy ciabatta

Hot selection

Lemon & thyme roast chicken supreme GF
Grilled fresh fish fillets with spinach & vinaigrette salsa GF
Spinach & feta tortellini with fresh tomato sauce & parmesan V
Steamed baby potatoes with mint sauce GF / V
Steamed summer vegetables with olive oil infused with lime V

Carvery

Mustard roast scotch fillet with pinot jus GF
Honey Glazed ham on the bone GF

Desserts

Baked pear & blueberry tart V
Coffee & bayleys cheesecake V
Chocolate torte V
Raspberry & white chocolate roularde V
Chocolate profiterole tower V
Fresh fruit salad V

Costs and Content of Buffet are subject to change and will be confirmed in the year of your Wedding.

**GF = Gluten Free*

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WEDDING BEVERAGE MENU

<u>Coachman Special</u>	<u>Glass</u>	<u>Bottle</u>
The Maker Chardonnay Fruit rather than oak. Fresh tropical fruit flavours and a soft finish	7.00	33.00
The Maker Sauvignon Blanc Lively mouth filling Sauvignon, fresh and fruity	7.00	33.00
The Maker Pinot Gris Fruity with hints of ginger and pear with a soft spicy finish	7.00	33.00
The Maker Merlot Soft and easy drinking full of plum and spice flavours	7.00	33.00
The Maker Petite Pinot Full of red fruit & cherry flavours With a firm & bright finish	7.00	33.00
<u>Champagne & Methode Traditionelle</u>		<u>Bottle</u>
Veuve Clicquot Stunning icon of the Champagne world		140.00
De Bortoli Brut Fresh and fruity with a creamy finish		30.00
Deutz 200ml Classic New Zealand bubbly		17.50
Lindauer Brut 200ml		9.50
Lindauer Sauvignon Blanc 200ml		9.50
Lindauer Fraise 200ml		9.50
<u>Chardonnay</u>		<u>Glass</u> <u>Bottle</u>
Pencarrow Citrus flavours with good palate weight and a crisp finish	8.00	38.00
Trinity Hill Lightly oaked with a citrus fruit bouquet and Grapefruit and peach characters on the palate	8.50	45.00
<u>Sauvignon Blanc</u>		<u>Glass</u> <u>Bottle</u>
Pencarrow Lively and fresh with great fruit flavours and a crisp finish	8.00	38.00
Woven-stone Rich, elegant and full flavoured	7.50	37.00
Terrace Heights Estate Classic, fresh, zingy and full flavoured	8.50	39.00

<u>Aromatics</u>	<u>Glass</u>	<u>Bottle</u>
Riverby Riesling Medium style with citrus and apple flavours And a lingering finish	8.00	37.00
Terrace Heights Pinot Gris Creamy and rich with a hint of sweetness and Spice	8.00	39.00
Mills Reef Reserve Viognier Concentrated fruit flavours with sliver of Sweetness & a lingering apricot finish	9.50	49.00
<u>Cabernet Blends</u>	<u>Glass</u>	<u>Bottle</u>
Alpha Domus Merlot Cabernet An inviting aroma of plum, prune and ripe red berries. Maturation in oak barriques contributes vanillin, licorice and savoury notes	8.00	40.00
Lake Challice Merlot Ripe and fruity, lovely soft easy drinking merlot	8.50	41.00
Mount Riley Merlot Marbec Rich fruit & concentrated lingering flavours. Robust hearty red	8.00	39.00
<u>Pinot Noir</u>	<u>Glass</u>	<u>Bottle</u>
Blind Trail Central Otago spicy fruit and a long soft finish	9.50	49.00
<u>Shiraz</u>	<u>Glass</u>	<u>Bottle</u>
Evenwood Barossa Smooth full bodied South Australian Shiraz	8.50	38.00
D'Arenberg Stump Jump Classic South Australian blend, lovely drinking. Recommended with red meat	8.00	37.50
Trinty Hill Syrah Deep coloured & full of pepper & plum flavours	8.50	41.00
<u>Dessert Wine</u>	<u>Glass</u>	<u>Bottle</u>
Beach House Late Harvest Luscious dessert wine with stone fruit flavours & A hint of honeysuckle	7.50	37.00

New Zealand Beer

Monteiths Summer	7.50
Monteiths Golden	7.50
Monteiths Original	7.50
Monteiths Black	7.50
Monteiths Celtic	7.50
Monteiths Pilsner	7.50
Monteiths NZ Lager	7.50
Monteiths Radler	7.50
Heineken	7.50
Heineken Large	13.50
Steinlager Pure	7.50
DB Draught	6.50
Tui	6.50

Cider

Monteiths Crushed Apple	7.50
Monteiths Pear	7.50

Tap Beer

Export 33	7.00
Export Gold	7.00
Tiger	7.00
Monteiths Original	7.00
Tui	7.00

Imported Beer

Stella Artois	7.50
Sol	7.50
Peroni	7.50

Light Beer

Amstel Light	7.00
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Ports & Sherry

Wolf Blass Tawny	4.00
Galway Pipe	7.00
Taylors 10 Year Old Tawny Port	10.00

Non Alcoholic

Coke	4.00
Diet Coke	4.00
Sprite	4.00
Lemon Lime & Bitters	4.50
Ginger Beer	4.50
Lift Plus	4.50
Fruit Juice	4.00
Antipodes Sparkling Water 500ml	6.00

WEDDING CAKES

3 TIER

Round

6/8/10" or 15/20/25cms - (50 Portions) Chocolate/Sponge \$370.00
(80 Portions) Traditional Fruit \$470.00

Square

6/8/10" or 15/20/25cms - (60 Portions) Chocolate/Sponge \$450.00
(100 Portions) Traditional Fruit \$520.00

2 TIER

Round

8/10" or 20/25cms - (30 Portions) Chocolate/Sponge \$220.00
(100 Portions) Traditional Fruit \$300.00

Square

8/10" or 20/25cms - (50 Portions) Chocolate/Sponge \$320.00
(75 Portions) Traditional Fruit \$400.00

Round

6/8" or 15/20cms - (20 Portions) Chocolate/Sponge \$175.00
(40 Portions) Traditional Fruit \$230.00

SINGLE TIER

Round

8" or 20cms - (20 Portions) Traditional Fruit \$ 85.00

Square

8" or 20cms - (30 Portions) Traditional Fruit \$ 95.00

10" or 25cms - (50 Portions) Traditional Fruit \$160.00

10" or 25cms - (30 Portions) Chocolate/Sponge \$135.00

12" or 30cms - (70 Portions) Traditional Fruit \$210.00

12" or 30cms - (40 Portions) Chocolate/Sponge \$165.00

*These prices are a guide only. A meeting with Russell will be required to confirm individual needs and costs



RECOMMENDATIONS

Beauty Retreat: On Site

Pania Ryan
Pania Ryan Beauty Retreat
Hotel Coachman
134 Fitzherbert Ave
Palmerston North
Phone: 06 358 8745
Email: info@paniaryan.co.nz

Cakes: On Site

Russell Chappell
Patisseries Chef Extraordinaire
Hotel Coachman
140 Fitzherbert Ave
Palmerston North
Phone: 356 5065
Email: deborah@coachman.co.nz

Celebrants:

Michelle Jackson
Mobile: 06355 2382

Dorothy Booth
Phone: 06 354 7024

Margaret Pallet- Frame
Phone: 06 329 4705
Mobile: 027 314 1794

Flowers:

Lynley Wilson
Cottage Flowers
269 Broadway Ave
Palmerston North
Phone: 06 358 2056

Helen Chisholm
Hellebore
293 Albert Street
Palmerston North
027 4505 158

Hairdresser: On Site

Kevin Fuller
Silver Scissors the Hairdressers
Hotel Coachman
134 Fitzherbert Ave
Palmerston North
Phone: 06 357 1379
Email: silver scissors@inspire.net.nz
Website: www.silver scissors.co.nz

Music:

Bag Piper
Merv Carruthers
Phone 357 4111
mervc@kol.com.nz

Erna Ferry Live
Phone: 06 356 7694

DJ Stew's Disco's
Phone: 06 323 4566
Mobile: 027 243 9358

Arena Party Hire (DJ)
Phone: 06 355 2204
Mobile: 021 022 75323
Website: www.arenapartyhire.co.nz

Photography:

Kim Sargent Photography
Studio at Stork
Phone 06 355 5773
Mobile: 021 408 838
Email: info@ksphotography.co.nz
Website: www.ksphotography.co.nz

Bernadette Peters Photography
Phone: 06 359 5341
Mobile: 027 242 5470
Website: www.bernadettepeters.co.nz

Kevin Bills Photographer
Phone: 06 357 8758
Mobile: 021 461 816
Email: info@kbphotograph.net.nz
Website: www.kbphotography.net.nz

Transport:

Executive Limousines
Palmerston North
Phone: 06 354 7570
Email info@executivelimos.co.nz

All Other Assistance Contact:

Deborah Fuller - Wedding Planner
Hotel Coachman Palmerston North
140 Fitzherbert Avenue
Palmerston North
Phone: 06 356 5065
Email: deborah@coachman.co.nz



_____ Wedding
Date _____

Dear guest, in order to reserve accommodation for _____ wedding as well as benefit from the reduced rates outlined below, please complete this reservation form and return as soon as possible. To secure your accommodation we require credit card details along with the completed forms. The rates below are subject to availability.

Fax: (06) 356 6692 or email direct to: res@coachman.co.nz

ROOM TYPES:



***Motel Standard Room**

Motel Standard Room - \$_____ per night – bedding is queen bed or queen and a single bed. Please specify _____.

- Please tick for room to be booked \$_____.
- Please tick for room to be booked bed and breakfast \$_____.



***Hotel Standard Room**

Hotel Standard Room - \$_____ per night – bedding is queen bed or queen and a single bed. Please specify _____.

- Please tick for room to be booked \$_____.
- Please tick for room to be booked bed and breakfast \$_____.

BOOKING DETAILS:

NAME (S) _____ ADDRESS _____
 CITY _____ P/CODE _____
 PHONE _____ FAX _____ MOBILE _____
 EMAIL _____ NO. OF GUESTS _____
 ARRIVAL DATE _____ DEPARTURE DATE _____
 _____ EXPIRATION DATE _____
 SIGNATURE _____ NAME ON CARD _____
 PLEASE SIGN _____

** One form per room only*

HOTEL COACHMAN

WEDDING TERMS AND CONDITIONS

TENTATIVE BOOKING

Hotel Coachman will tentatively reserve your venue for a maximum of 7 days, after which written confirmation and deposit is not received, we reserve the right to release your booking.

CONFIRMATION AND DEPOSIT Confirmation of your booking must be received in writing, along with a signed copy of your contract and deposit of \$1000.00 No bookings will be confirmed without a deposit. Once payment and confirmation is received the price quoted when booked will remain. All deposits are non-refundable.

PAYMENT

75% of approximate event costs is required at least 14 days prior to the commencement of your wedding. The balance payment is required at least 5 working days after the wedding – unless prior arrangements have been made with management.

EXTERNAL FOOD AND BEVERAGE

Hotel Coachman reserves the right to provide all catering on premises. No other food or beverage may be brought onto the hotel for consumption before, during or after the event. The only exception to this will be wedding cakes.

ATTENDANCE NUMBERS

Final attendance numbers must be notified ten (10) working days prior to function arrival. Any reduction in attendance numbers subsequent to notification of final numbers will be subject to charging at the full contract amount.

PUBLIC HOLIDAYS

Hotel Coachman will place a surcharge of 15% on all weddings held on a public holiday.

CANCELLATION

We would be disappointed if your event was to be cancelled. However, we realize circumstances occasionally make this necessary. All cancellations must be put in writing to the Hotel. If the wedding is cancelled, the following conditions will apply:-

NOTICE OF 30 DAYS OR LESS

A cancellation fee equal to 40% of the total value of the wedding, will be made at the discretion of the General Manager of Hotel Coachman Palmerston North apply and will be payable immediately upon request by the General Manager. Hotel Coachman.

NOTICE OF 5 DAYS OR LESS

In the event of a cancellation made within 5 working days of the wedding, 100% of the total food and beverage and full room hire will be charged.

CHANGE OF DATE

We understand that you may need to change the date of your wedding we will attempt to fit in with any changes of date where space is available. Your deposit will be rolled over for the new dates. If the requested dates are not within 30 days of the original dates booked, then the change will be treated as a **cancellation** (see cancellation terms & conditions).

PREVENTING DAMAGE

The patron is financially responsible and agrees to indemnify Hotel Coachman Palmerston North for all damage sustained to the Hotel and its grounds during and event as an action of invitees and or guests of the organizer. This also applies to any damage caused during the event staying overnight in the Hotel.

Although accidents often happen, damage to our function rooms can easily be prevented by good communication between your organizer and our team when arranging posters displays and equipment. If necessary, repair or replacement charges may be passed on. No staples, sticky or masking tape, glues, pins, or velcro on our walls.

ACCOMMODATION BOOKINGS

For accommodation bookings of more than 5 rooms, one night's accommodation per room is required 30 days before the event. A rooming list is also required 30 days before the event. If the one night's accommodation is not received, or the rooming list is not received, Hotel Coachman Palmerston North reserves the right to release the rooms that are held.



ACCOMMODATION PAYMENT POLICY

Where credit approval has been granted by the hotel to a company/organization, that company/organizations written authorization will be accepted and full payment is required 30 days following receipt of the hotel's invoice. In the event the company/organization has not guaranteed all charges Hotel Coachman Palmerston North will request a credit card imprint or cash deposit in lieu of that authorization.

INSURANCE

Hotel Coachman Palmerston North takes all care with the security and protection of property and guests; we are unable to accept any responsibility for damage or loss of property left in the Hotel prior, during, or after an event, as the case may be. We recommend patrons arrange their own insurance.

ROOM ASSIGNMENT

If the room or rooms reserved herein cannot be made available to the Patron for causes beyond the control of the Hotel, the Hotel reserves the right to substitute similar or comparable accommodation for the event, which substitute shall be deemed by the Patron as full performance of the Hotels obligations under the agreement. This applies to Accommodation, Meeting and Banquet Rooms. Please note that conference space reserved during the days is subjected to relating for the evening functions, unless alternate arrangements have been made.

EXTENDED HOURS

We would be most pleased if you stay longer than midnight, however this increases our costs. Therefore there may be a charge of \$100.00 per half hour if a function continues past midnight.

CONDUCT OF EVENT

The Patron agrees to begin its event at the scheduled time and agrees to have guests, invitees and other persons vacate the designated event space at the closing hour indicated. If the hotel has reason to believe that the event or any part of it will affect the smooth running of the Hotel business, its security or reputation, Hotel Coachman reserves the right to cancel the event or any part of it at the discretion of the General Manager and without notice or liability. The event shall be conducted in all respects in an orderly and lawful manner and in accordance with the conditions attached to the Hotels Licenses granted pursuant to the Liquor Act 1982. The Hotel reserves the right to terminate the event immediately in the case of any costs, damages or expenses whatsoever arising from such termination. The hotel reserves the right to exclude or remove any and all undesirable persons from the Hotels premises without liability.

I acknowledge and accept the above policies and would like to confirm my booking. This will form my wedding contract with Hotel Coachman:

Contact Name/s: _____ **Wedding Date:** _____

Address: _____

Telephone: _____

Signature: _____ **Date:** _____



DEPOSIT FOR WEDDING

Thank you for choosing Hotel Coachman Palmerston North for your wedding.

Please complete, sign and return the following requested details below

Booking Date: _____

Name: _____

Credit Card Details: _____

Name: _____

Address: _____

Deposit: **\$1000.00 required amount** *(please indicate payment type below)*

Cash: _____ Eftpos: _____ Cheque: _____ Credit Card: _____

Type of Card: _____

Card Number: _____

Expiry Date: _____

Card Holders Name: _____

Signature: _____

To be completed by Hotel Coachman Palmerston North:

Processed Date: _____ Processed By: _____

Deposit Received: _____

