



AIRPORT GATEWAY  
HOTEL



Airport Gateway  
**Wedding  
Compendium**

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## Congratulations on your engagement

As you start your new journey, may this road lead to happiness and prosperity. Your wedding day is the next landmark on this road to happiness and love and is your special moment! We here at Gateway Hotel have specialized team to make sure that you and your family live your dreams on this occasion and have a memorable event. Whether you opt for a big fat wedding or the simple elegance of an intimate wedding, our staff at Airport Gateway Hotel will ensure the magic!! Airport Gateway Hotel is the perfect venue for a Wedding Ceremony & Reception, Renewal of vows or Anniversary Celebrations.

Our Gate8 Lounge, a part of the hotel, is an affordable one-stop venue for your next celebration which also includes community and club gatherings. With on-site catering and an experienced team, events at Gate8 Lounge are stress-free, with everything you need taken care of by us, to let you enjoy your function. The Lounge offers full catering services including a bar and indoor reception room with a dance floor; Gate 8 is an all-encompassing venue for your wedding. Choose from our selection of table settings or bring your own for a personal touch; our team will set up everything for you. ✓ Wedding planner ✓ Set-up and table settings customised to your needs ✓ Catered reception ✓ Dancefloor and PA system ✓ Discounted guest accommodation

Whether you choose to plan every detail yourself or decide to use our customised and experienced ideas, we will be with you all the way. From the word 'Go', our Wedding & Events Coordinator will be along and guide you through the process. Our Events Coordinators have contacts with several devoted suppliers and designers who can make your planning process stress free.



## Venue of dreams

Airport Gateway hotel is located, just 5 minutes from the Auckland Airport and 20 minutes from CBD Auckland. This unique Hotel is spread over two acres of land offering a truly spectacular atmosphere for a wedding ceremony, wedding reception or any special occasion. At Airport Gateway Hotel, planning your wedding is our pleasure. Our experienced Wedding Team will take care of all the details that are important to create your memorable moments. We have a range of wedding options from a simple gourmet buffet to an elegant degustation menu with full table service. This also includes a beverage service, set up a cash bar, or arrange a bar tab; the choice is yours. You make the decisions, it's your day. All our wedding couples enjoy a complimentary night in our Bridal Suite with a bottle of bubbles and a late checkout. Relax and enjoy your celebrations and we will take care of the rest.



# Venue of Your Dreams



## Accommodation

- We offer 52 Deluxe Rooms, Standard, Triple & family rooms with a total capacity of 95 beds.
- We offer free parking with all our rooms.
- 1 Premier suit.
- 1 Executive Suit.
- 8 Triple room, ideal for a small family / group.

Each accommodation room features Sky TV, Tea & Coffee making facilities, Heat pump Heating, Microwave Ovens, Separate Bath and Shower Unit and French Doors that open into the parking.

## Dining

The Airport Gateway Restaurant with its cafe lodge inspired dining experience can accommodate up to 40 guests & with Gate 8 Lounge we can have seating around 170 guests, depending on your choice of room set up. Airport Gateway Hotel offers innovative menus and our professional staff ensuring high standards, of friendly and efficient service. We specialise in customising menu specially for you. We can offer all types of varieties of food to satisfy you & your guests taste buds.



# Wedding Package

## Package 1

Venue hire \$2000.00

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### Inclusions

- Tables, chairs, cutlery, crockery, glassware and linen napkins
- White table linen
- Easel to display your floor plan
- Platter service for the Bridal Table
- Cake table and Gift table
- Basket with Canapes & Beverages to take while you have your photo taken

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### Ceremony

Registry table, chair to sign and 20 chairs placed for your guests and celebrant.

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### Menu

\$100.00 (GST incl. per person) - min. 25 Pax

- Half an hour pre dinner Canape service
- Gourmet Wedding Buffet OR Two Course Set Menu

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### Indulge

Complimentary night in our Executive suite on your wedding night and receive a bottle of Bubbles. Breakfast served in the privacy of your Suite and a midday check out.

## Package 2

Venue hire \$2000.00

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### Inclusions

- Tables, chairs, cutlery, crockery, glassware and linen napkins
- White table linen
- Easel to display your floor plan
- Platter service for the Bridal Table
- Cake table and Gift table
- Basket with Canapes & Beverages to take while you have your photo taken

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### Ceremony

Registry table, chair to sign and 20 chairs placed for your guests and celebrant.

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### Menu

\$110.00 (GST incl. per person) - min. 25 Pax

- One hour pre-dinner Canape service
- Gourmet Wedding Buffet OR Degustation Set Menu

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### Indulge

Complimentary night in our Executive suite on your wedding night and receive a bottle of Bubbles. Breakfast served in the privacy of your Suite and a midday check out.

## Package 3

Venue hire \$2000.00

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### Inclusions

- Tables, chairs, cutlery, crockery, glassware and linen napkins
- White table linen
- Easel to display your floor plan
- Plated service for the Bridal Table
- Floor plan to your requirements
- Cake table and Gift table
- Basket with Canapes & Beverages to take while you have your photo taken

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### Ceremony

Registry table, chair to sign and 20 chairs placed for your guests and celebrant.

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### Menu

\$150.00 (GST incl. per person) - min. 25Pax

- One hour pre-dinner Canape service
- One hour predinner Beverage service(House Wines, House Beers, Soft Drinks & Fresh Juice)
- Gourmet Wedding Buffet OR Three Course Set Menu

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### Indulge

Complimentary night in our Executive suite on your wedding night and receive a bottle of Bubbles. Breakfast served in the privacy of your Suite and a midday check out.

# Menu Sample

## Gourmet Wedding Buffet Sample

Cold selection	Hot selection	Carvery items	Desserts
<p>Breads</p> <ul style="list-style-type: none"> <li>• Freshly baked bread rolls Platter</li> <li>• Platter of continental sliced meats</li> <li>• Selection of fine chutneys</li> <li>• Tossed green salad</li> <li>• Tomato, red onion, feta cheese and basil salad</li> <li>• Baby potato salad with chives and mustard vinaigrette</li> <li>• Streaky bacon and egg salad served over mesclun salad</li> </ul>	<p>(choose two from the following)</p> <ul style="list-style-type: none"> <li>• Additional hot dishes or carvery dishes \$10.00 per guest per dish</li> <li>• Prawns sautéed in brandy cream sauce</li> <li>• Market Fresh Fish of the Day – Grilled or Pan Fried with capers, lemon &amp; butter sauce</li> <li>• Grilled New Zealand Salmon with a homemade lemon and chive mayonnaise</li> <li>• Green-lipped New Zealand mussels steamed in garlic, shallots, white wine and lemon juice with diced tomatoes</li> <li>• Roast Chicken with Almond Crust and Lemon Zest Jus</li> <li>• Gourmet Potatoes &amp; Roast Root Vegetables glazed with Honey and Smokey Bacon</li> <li>• Stir-fry Greens with Soy and Ginger</li> <li>• Steamed Jasmine / Basmati Rice</li> <li>• Italian-style Rotelli pasta</li> </ul>	<p><b>Choice of two items</b></p> <ul style="list-style-type: none"> <li>• Oven roasted pork loin with feta, spinach &amp; red onion stuffing</li> <li>• Glazed Ham</li> <li>• Roasted Scotch Fillet of Beef</li> <li>• Roasted Leg of Lamb Served with condiments</li> </ul>	<ul style="list-style-type: none"> <li>• Mixed Berry Cheesecake Apple pie and ice cream Fresh Seasonal Fruit Platter</li> <li>• Platter of New Zealand Cheese, Dried Fruit, Nuts and Crackers</li> <li>• Freshly brewed Coffee and Herbal Tea Selection</li> </ul>

## Three Course Set Menu Sample

(Choice of any one from each course)

Entrees	Mains	Desert
<ul style="list-style-type: none"> <li>• Beef cheek cannelloni, tomato sauce, grilled haloumi, shavings of fennel &amp; celery, parmesan mustard straw</li> <li>• Salmon gravlax cured with beetroot, dill and horseradish, celeriac remoulade cress, garlic noir &amp; crostini</li> <li>• Spinach, goat cheese and sundried tomato pesto filo wraps, balsamic cherry tomato, fig, macadamia chutney, baby kale pear salad</li> </ul>	<ul style="list-style-type: none"> <li>• 200 grams Beef Eye Fillet, agria chips with bearnaise sauce, Yorkshire pudding, green beans, caramelized shallots &amp; brandy mushroom jus Lamb fillet, braised lamb shank, kumara rosti, creamed pea, leek &amp; bok choy rosemary jus</li> <li>• Market fish of the day on smoked kahawai potato cake, cauliflower puree, steamed bok choy, crispy pancetta, caramelized lemon, beurre blanc</li> </ul>	<ul style="list-style-type: none"> <li>• Pineapple Tarte tatin, vanilla ice cream, caramel sauce &amp; berry compote</li> <li>• Chocolate Marquise, red wine poached pear, orange compote and coffee meringue sticks</li> <li>• Banana beignets, warm chocolate sauce, rum raisin ice cream &amp; almond praline</li> </ul>

## Degustation Menu Sample

(Choice of any one from each course)

Entrees	Mains	Desert
<ul style="list-style-type: none"> <li>• Seared Scallops on smoked Kahawai potato cakes, cauliflower puree, crispy prosciutto, caramelized lemon, tomato and caper sauce</li> <li>• Portobello mushroom tart tartin, red onion jam, wilted spinach with fried haloumi Olive and lime mayonnaise</li> </ul>	<ul style="list-style-type: none"> <li>• Roasted Lamb Rump with macadamia and mustard crust, pea puree, kumara and truffle croquette, green beans, mint jelly and jus</li> <li>• Creamy pumpkin risotto with honey roasted shallots, crème fraiche crisp kumara and leek and shaved parmesan</li> </ul>	<ul style="list-style-type: none"> <li>• Ginger beer cream brulee, gooseberry compote, lavender short bread. Mourea fresh sorbet selection</li> </ul>

## Pre-Dinner Canapés from \$25.00 per person

Leave your guests to mingle while you're taking photos. Our delicious canapés are perfect to curb hunger between wedding ceremony and reception and can be served with or without beverages, if you wish.

Description
<ul style="list-style-type: none"> <li>• Cost Per person (Incl. GST) • Minimum Pax • Any 3 items • \$24.00 • 5 • Each additional item • \$4.50 • 5 • Tea/coffee • \$4.50 • 5 • Fresh fruit Juice • \$4.50 • 5 • Fresh seasonal fruit platter • Home baked mini quiches with assorted fillings • Thai fish cakes with sweet chilli sauce • American fudge brownie • Cranberry pecan slice • Macadamia apricot slice • Lemon tart slice • Grilled Camembert and cranberry jelly in filo cases • Oven baked bread cases with assorted fillings • Oven baked gourmet savouries • Whole prawn cutlets with spicy Thai chilli sauce • Vegetable slices with guacamole and salsa dips • Freshly baked mini croissants with assorted fillings • Char-grilled chicken kebabs with spicy peanut sauce • Tempura vegetables in soy and sweet chilli sauce • Freshly made club sandwiches with assorted fillings • Marinated beef kebabs with bok choy and peanut satay • Hummus, dips and pickles served with assorted crackers • Turkish wraps with assorted fillings • Selection of New Zealand cheeses, dried fruits and crackers • Baked chicken tenderloins marinated in soy, garlic and honey • Chips, dips and nut selection • Slices of French bread served with olive oil, balsamic and hummus dips 5 • Scallop and bacon mini satays with pineapple, pawpaw and champagne sauce • Toasted French bread slices topped with basil or sundried tomato pesto • Crumbed fish goujons with lemon slices and tartare dipping sauce • Asian platter (mini spring rolls, won tons and samosas) with Thai chilli dipping sauce</li> </ul>



# WEDDING BOOKING FORM

This form must be completed and returned with your deposit to confirm your wedding booking.

Brides Name:

Grooms Name:

Postal Address:

Physical Address:

Telephone:

Fax:

Email:

Wedding Organiser:

(on behalf of Bride)

Function Name :

(I.e. Brides Name/Grooms Name Wedding)

Function Date & Time:

Catering Numbers for wedding:

Accommodation Required: High Season - 42 Rooms \_\_\_\_\_ OR Low Season - 20 Rooms \_\_\_\_\_

Date/s Accommodation Required:

Credit Card details as a guarantee for deposit, wedding account and any unpaid charges:

Credit Card Type:

Holders Name:

Credit Card Number:

Expiry Date:

*We have carefully read and have fully understood the wedding terms and conditions as outlined by Airport Gateway Hotel. We agree to adhere to these terms and conditions; as such, we wish to confirm our wedding to be held at Airport Gateway Hotel as per details given on this booking sheet.*

Brides Signature:

Grooms Signature:

Date:

Please return signed and completed by email to [manager@airportgatewayhotel.co.nz](mailto:manager@airportgatewayhotel.co.nz)



# Conference Terms & Conditions

## 1. Price variations

- The Bride and Groom will be notified of any unavoidable price changes no later than ninety (90) days prior to your date. While we endeavour to maintain prices as originally quoted to you, they may be subject to alteration particularly when bookings are made well in advance.

## 2. Rooms/accommodation

- To ensure you and your guests have the best experience possible, The Hotel will hold block all accommodations exclusively for your special day, providing you accommodations for up to 84 guests (42 rooms) on the day of your special event. Upon receipt of the wedding booking form the block will be put in place.
- The number of rooms confirmed at the time of booking will be charged regardless if used or not.
- Any rooms left (i.e. not occupied) will be charged to the master wedding account and are the responsibility of the Bride and Groom to pay.
- All guests making a booking as part of the wedding accommodation block are required to provide credit card details to guarantee their booking no less than 21 days prior to date of check-in unless arranged to be guaranteed by the Bride & Groom.

## 3. Cancellations

- All cancellations must be in writing.
- The deposit is non-refundable.
- Cancellations outside of 90 days will not attract any cancellation charges.
- Cancellations inside of 90 days and outside of 21 days will attract 50% cancellation fees.
- Cancellations inside of 21 days will attract 100% cancellation fees.
- Cancellation of services required includes but is not limited to accommodation rooms, wedding venue hire & food catering charges.
- The reduction (drop in numbers) in any services listed above are also subject to cancellation fees as outlined above.

## 4. Guaranteed food & beverage numbers

- Final catering numbers are to be advised no later than 21 days prior to the wedding. This is regarded as the minimum number for catering purposes, and this number will be charged on your final account regardless of any drop in numbers. Any increase in numbers will be charged accordingly.

## 5. Food & beverage selection

- Food and beverage selections must be made one month prior to the function, after this time the Hotel will automatically make the selections on your behalf.
- Menus and Wine List are subject to change, please contact the hotel to obtain an updated menu when making your menu selection.
- No Food or Beverage of any kind will be permitted to be brought into or removed from the Hotel by the Bride and Groom, guests or invitees without prior approval from the Hotel Manager.

## 6. Check in & check out

- It is the Bride & Grooms responsibility to inform all guests that Check Ins and Check Out times are to be adhered to. Check In is 3.00pm & Check Out is 10.00am.
- Guests who are due to depart the hotel, who have not vacated their room by 10am are liable for a late check out charge of \$20.00 per hour.
- Check In can not be guaranteed earlier than 3pm – please take this into account when planning your wedding reception.
- If you are having an earlier wedding than 4pm it is recommended that you stay the night before so that room access can be guaranteed for the comfort of your guests.

## 7. Decorations

- Wedding table items/decorations are the responsibility of the Bride & Groom to arrange and organise the placement of on the tables. We are available to decorate the tables within reason, please discuss your requirements with management.
- It is the Bride and Grooms responsibility to arrange collection of all material (e.g: decorations, flowers, cakes) within 24 hours after event.
- It is prohibited to use screws, nails, tacks, or any similar fixing devices on any part of the interior or exterior of the venue, except with prior written consent of the Hotel Manager.

## 8. Marquees

- Depending on your wedding requirements a marquee maybe required. Any marquee requirements must have authorisation from the Hotel Manager at the time of booking.
- The hotel will not provide any items associated with the Marquee. Including but not limited to tables, chairs, table cloths, napkins, flooring/ staging, sound equipment, lighting, crockery, cutlery, flowers, decorations etc. This is the responsibility of the client to hire and pay directly with contractor/ supplier.

## 9. Music options

- All music regardless of what type must be finished by 12 midnight.
- Live bands can only be arranged if the entire hotel is booked.

## 10. Insurance & damages

- Airport Gateway Hotel will take all necessary care, but does not accept any responsibility for damage to or loss or loss to any property or merchandise left in the Hotel prior to, during or after any event.
- On signing the terms and conditions the client accepts responsibility for all damages to the venue i.e walls, carpet, doors, tables, chairs, or any equipment etc. The client accepts to pay the full amount of repair and/or replacement.

## 11. Partnership

- Contained in this contract are the detailed commitments and arrangements to be provided for your wedding. To enable the hotel to provide our best possible service, you should indicate any requirements beyond the level of these commitments upon return of the signed copy of this agreement to the Hotel.
- Client obligations relevant to deposits and cancellation terms are embodied in this agreement. Any changes can be requested in writing to the hotel, but not necessarily granted. The Hotel will only agree to any alterations to arrangement details in this document in writing.

## 12. Confirmation

- All wedding bookings must be received in writing using the Wedding Booking Form, signed accepting the Terms & Conditions at the time of booking.
- The Hotel will accept provisional wedding bookings for (1) month and then to secure the date the deposit must be paid.

## 13. Deposit

- A deposit of \$2,500.00 is required no later than one (1) week after receipt of the signed wedding booking form and terms and conditions. Failure to pay the deposit within this time will result in the booking being released.
- Full payment is required 21 days prior to the wedding date when you will be provided with a total wedding estimate. Please note any additional on consumption charges such as beverage will be required to be paid in full upon departure from the hotel.

## 14. Payment

- A Proforma account will be provided 30 days prior to the wedding date. This has to be paid 21 days prior to your wedding for the total estimated amount of Accommodation & Food.
- On consumption charges such as beverage are required to be settled in full at the end of the reception or on departure if this has been discussed beforehand with Management.
- The Bride and Groom accept responsibility for all accounts (e.g. accommodation, dinner, laundry, telephone charges, liquor, mini bar and any other miscellaneous charges) for the guests or invitees staying in the Hotel that are not paid directly on departure.
- Credit Cards cannot be accepted for payment of accounts over \$5,000.





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