



VR ROTORUA LAKE
RESORT



Wedding Compendium

2023

vrhotels.co.nz



Congratulations on your engagement

As you start a new journey, may this road lead to happiness and prosperity. Your wedding day is going to be a very special day for you. We at vr rotorua have a specialized team to make sure that you and your family have a memorable event.

Whether you opt for a long weekend destination wedding or the simple elegance of an intimate lakeside wedding during the week, the attentive staff at vr rotorua lake resort will make your day memorable. With the stunning backdrop of lake rotoiti, the vr rotorua lake resort is the perfect venue for a wedding ceremony & reception, renewal of vows or anniversary celebration.

Whether you choose to plan every detail yourself or you hand over the logistics to us, we will be with you all the way. From the time of your booking our Wedding & Events coordinator will guide you throughout. Our Events Coordinator have contact with a number of devoted suppliers to make your preparation simple and stress free.



Venue of dreams

VR Rotorua Lake Resort is ideally located on the shores of beautiful Lake Rotoiti, Okawa Bay, just 5 minutes from Rotorua Airport and 15 minutes from downtown Rotorua. This unique resort is spread over seven acres of landscaped gardens offering a truly spectacular atmosphere for a wedding ceremony, wedding reception or any special occasion.

At VR Rotorua Lake Resort, planning your wedding is our pleasure. Our experienced Wedding Team will take care of all the details that are very important to create your memorable, perfect day. We take care of the arrangements from ceremony set up to ushering guests through the property to the ceremony or celebration venue. 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 Spa 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 42 Garden View Deluxe and Lake View Superior Rooms and Lake View Suites with a total capacity of 68 beds.
- 15 lake view king rooms with king bed
- 2 Garden view king rooms with king bed
- 2 lake view disable rooms with queen bed
- 17 lake view twin Room with 2 queen bed
- 4 Garden view Twin room with 2 queen bed
- 2 lake view suite room with Spa Bath and Super king bed

Each accommodation room features Sky TV, Personal Bar, Tea & Coffee making facilities, Under floor Heating, Bathrobes, Separate Bath and Shower Unit and French Doors that open onto the Lawn or Balcony.



Dining

The Grill Restaurant with its luxury lodge inspired dining experience boasts a log fire in winter, alfresco dining in summer, adjoining lounge bar & pool, spectacular views over the surrounding bay and holiday mansions and can accommodate up to 90 guests, depending on your choice of room set up. VR Rotorua Lake Resort offers innovative menus and our professional staff ensure a high standard of friendly and efficient service.



Leisure

Outdoor Heated Pool, Spa Pools, Sauna, Gym, Kayaks, Mountain Bikes, Tennis Courts, Boat Marina, Life Size Chess Set, Petanque Court, Pontoon Boat and a Luxury 53 foot caramaran.



Wedding Package

Package 1

Venue hire \$2000.00			
Inclusions	Ceremony	Menu \$102.00	Indulge
<ul style="list-style-type: none">• 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 and Canapes & Beverages to take while you have your photos taken	Registry table, chair to sign and 20 chairs placed for your guests and celebrant	<ul style="list-style-type: none">• Half an hour pre-dinner Canape service• Gourmet Wedding BuffetOR• Two Course Set Menu	Complimentary night in our Bridal 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			
Inclusions	Ceremony	Menu \$110.00	Indulge
<ul style="list-style-type: none">• 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	Registry table, chair to sign and 20 chairs placed for your guests	<ul style="list-style-type: none">• One hour pre-dinner Canape service• Gourmet Wedding BuffetOR• Degustation Set Menu	Complimentary night in our Bridal 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			
Inclusions	Ceremony	Menu \$160.00	Indulge
<ul style="list-style-type: none">• 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 photos taken	Registry table, chair to sign and 20 chairs placed for your guests	<ul style="list-style-type: none">• One hour pre-dinner Canape service• One hour pre-dinner Beverage service(House Wines, House Beers, Soft Drinks & Fresh Juice)• Gourmet Wedding BuffetOR• Three Course Set Menu	Complimentary night in our Bridal 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
<ul style="list-style-type: none">• Fresh baked breads & dips• Traditional Caesar Salad• Pumpkin & Kumara Salad• Platter of Smoked and Marinated Seafood• Platter of Picked Shaved Meats	<ul style="list-style-type: none">• Market Fresh Fish of the Day – Grilled or Pan Fried• Roast Chicken with Almond Crust and Lemon Zest Jus• Gourmet Potatoes & Roast Root Vegetables glazed with Honey and Smokey Bacon• Stir-fry Greens with Soy and Ginger• Steamed Jasmine Rice	Choice of two items <ul style="list-style-type: none">• Stuffed Pork Loin• Glazed Ham• Roasted Scotch Fillet of Beef• Roasted Leg of Lamb Served with condiments	<ul style="list-style-type: none">• Mixed Berry Cheesecake Apple pie and ice cream• Fresh Seasonal Fruit Platter• Platter of New Zealand Cheese, Dried Fruit, Nuts and Crackers• Freshly brewed Coffee and Herbal Tea Selection

Three Course Set Menu Sample

(Choice of any one from each course)

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



Degustation Menu Sample

(Choice of any one from each course)

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

Canapes Sample Menu

(Choice of 3 hot, 3 cold)

Cold Selection	Hot Selection
<ul style="list-style-type: none"> • Kaimai Brie Crouton with Caramelized Onion • Smoked Salmon Blini with Sour Cream & Caviar • Bruschetta with Pesto, Tomato, Olives & Feta • Rare Beef Crouton with Rocket & Olive Tapenade • Roast Duck Breast, Pineapple Salsa, Coriander • Greek Salad Pastry Tart • Watermelon Squares with Feta & Olives • Smoked Chicken with Mango Salsa • Rare Lamb on Crouton with Mint & Hazelnut Pesto 	<ul style="list-style-type: none"> • Tempura Battered Prawns with Asian Dipping Sauce • Moroccan Chicken Skewers with Yoghurt Rita • Vegetarian Spring Rolls • Twice Cooked Pork Belly with Sweet Chilli and Lime Sauce • Cajun Spiced Fish Goujons with Tartare Sauce • Harrissa Beef Bites Vegetarian Samosas with Yoghurt Rita • Pancetta Wrapped Fish with Olive Tapenade • Bacon & Prune Morsel Prawn Mousse on Toast



Beverage Options

Beverages on consumption

To allow for flexibility with our beverage service, we are able to offer beverages to be served on consumption. Please view our extensive high quality wine list. We can source most wine types on request.

Beverage packages

A Beverage Package for unlimited service of Standard New Zealand Beers, Selection of House Wines, Soft Drinks and Fresh Fruit Juice is available for service during your Reception. (please enquire for prices)

Lindauer sparkling wine toast

Sparkling Wine Toast to accompany Canape Service or Speeches (please enquire for prices).

Summer fruit punch

Non Alcoholic Punch \$7.00 per person
Alcoholic Fruit Punch \$10.50 per person

Mulled wine – a winter treat

Perfect for those chilly winter afternoons and evenings \$9.50 per person.



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:
<i>We have carefully read and have fully understood the wedding terms and conditions as outlined by VR Rotorua Lake Resort. We agree to adhere to these terms and conditions; as such, we wish to confirm our wedding to be held at VR Rotorua Lake Resort as per details given on this booking sheet.</i>	
Brides Signature:	
Grooms Signature:	
Date:	

Please return signed & completed by Fax 0064-7-362-4594 Or email to rotorua.fb@vrhotels.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

- The Hotel will hold a block booking for rooms on receipt of the wedding booking form only.
- The number of rooms confirmed at the time of booking will be charged regardless if numbers drop.
- 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 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 21 days prior to the wedding, this is regarded as the minimum number for catering purposes, 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 client is responsible for lodging the Marquee permit application with the Rotorua District Council before the required time and the fee associated with this. A copy of the application must be provided to the hotel.
- 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

- VR Rotorua Lake Resort Okawa Bay, Rotorua, 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 \$1000.00 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 14 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 21 days prior to the wedding date. This has to be paid 14 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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