

## How we do Corporate Events at Leigh Central





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**We have designed our venue to be suitable for multiple uses.**

As with all other events at Leigh Central – when you hire our space, the venue and the event are yours to create. We are not event managers, but are happy to work with you and your staff to configure the venue in the way that is most suitable for you and provide local contacts for catering, off-site activities and extra accommodation.

### **Courtyard Lounge**

In particular, our Courtyard Lounge is an adaptable space, perfect for corporate off-site meetings or planning days.

The room can be configured with working tables, whiteboard, presentation screen and projector and also enjoys a charming private brick courtyard for relaxing and coffee breaks. The Courtyard Lounge can comfortably seat 25 people at tables in a U shaped conference layout, and up to 40 at separate tables.

The Courtyard Lounge has servery access through to the kitchen and also features a small bar area with drinks chiller.

### **Seaview Room**

In addition, the larger Seaview Room (max 150) could be used for major presentations and conference dinners or as 'break out' space.

### **Guest Lounge**

The Guest Lounge and Kitchen used by our Motorhome guests (20 people max) also could be incorporated into a day hire providing another break out option.

### **Coastel Motel Accommodation**

Our onsite Coastel Motel Accommodation features five stylish bach inspired self-contained Motel units allowing single occupancy for five guests or semi shared for 8-9. Per night tariff depending on season and length of booking: \$150 - \$175 per night per Coastel. Booking details available on our website.

We also have a full amenities Motorhome Park onsite for those with campers or caravans as another accommodation option.

Next door, Leigh Apartments has accommodation for another 6 guests (per night tariff for two from \$230). Other local accommodation options, allow a breakaway overnight in Leigh for a team of up to 30 delegates.

We would be delighted to chat with you about these options and help to arrange them for you if necessary.

## Food and Drink

### FOOD:

**We have contacts with some excellent local caterers who can prepare food for your corporate getaway onsite.**

While we don't have our own in-house kitchen crew or chef, we do have a fully equipped commercial kitchen onsite and we can work with you when your booking is first made with us to arrange catering at a level to suit your requirements and budget. You can see a general guide to costs on the next page, but as each event is different and caterers will need to be arranged, we do not have an instant 'package price' available.

Alternatively if you wish to self-cater, arrange your own provider, or BYO chef to use our commercial kitchen that is also fine.

**N.B.** It is worth pointing out that from a caterer's perspective, supplying a meal for less than 12 people may not be particularly cost effective.

The per head charge may be higher than if you choose to eat out at a local café or restaurant.

### EATING OUT:

**We have some delicious options in our own neighbourhood:**

**Leigh Eats:** Right next door. Gourmet takeaway, espresso coffee, bacon butties, home baking and NZ's best burgers and fish'n chips.

[www.leigheats.co.nz](http://www.leigheats.co.nz)

**Leigh Bar:** Just around the corner. Honest, delicious pub grub. May be available for exclusive catered conference lunch, breakfast or dinner. [www.leighbar.co.nz](http://www.leighbar.co.nz)

**Leigh Sawmill Café:** 10 mins walk away - iconic gig venue with bar, pizza and café food. [www.sawmillcafe.co.nz](http://www.sawmillcafe.co.nz)

**Sawmill Brewery:** (5 mins drive).

Delicious tasting plates to accompany the great beer made onsite.

**Matakana:** Spoilt for choice. The Matakana Pub. Smith's Bar, Jinjin, Matakana Market Kitchen. | [www.matakana.co.nz](http://www.matakana.co.nz).

Please talk to us about any recommendations or bookings you would like us to make on your behalf.

### DRINK:

If you want to serve alcohol as part of your corporate event, this would need to be BYO as we are not yet licensed to sell liquor. You would also be required to ensure this is done in a safe and responsible manner.

## Pricing

**See below for some general estimates**

(and approximations for food) to help with your planning.

Quotes will be given for specific requests.

All prices are exclusive of GST. GST to be added to the final total.

## Venue

### Courtyard Lounge:

- Full day \$ 500.00 PER DAY
- Half day (max 4 hours) \$ 300.00
- Includes tables and chairs, whiteboard & markers, water & water glasses.
- Projector and screen: \$ 50.00 PER DAY  
includes surround sound system.

### Seaview Room

- For an Event \$ 1500.00 PER DAY
- As break out room only \$ 100.00 PER DAY
- For dinner/ drinks only \$ 500.00 PER DAY

### Commercial kitchen:

- \$100 per day
- For events serving morning and afternoon tea only:  
No kitchen charge
- For major event involving Seaview room \$ 250.00 PER DAY

### Guest Lounge:

- As break out room only \$ 100.00 PER DAY

### Accommodation:

- Single occupancy unit (5 available)  
Leigh Central Coastels: \$175 PER NIGHT
- Leigh Apartments – from \$230 per night

## Catering

Approximations based on previous quotes – 2018 prices.  
Includes service and clean up. All prices are exclusive of GST.

### Morning & Afternoon Tea

\$15.00 per day or \$7.50 per head/ per service.

Includes plunger or percolated coffee, tea, home baking.

### Breakfast – Continental:

\$12.00 per head. Cooked - \$20.00 per head

### Lunch – Sandwich

'On the go' - \$15.00 per head.

Light 'sit down' - \$35 per head

### Dinner – varies

\$35 – \$60.00 per head

### Canapes – varies

\$4.00 per item – approx. \$12- \$15 per head.

## Other

**If your event is on a large scale and is likely to have a significant impact on our venue, we may require a bond to be paid and a clean-up fee will be included in the cost.**

- Clean up fee - \$300+GST
- Rubbish removal - \$200+GST
- Bond – to be set at half the total hire fee.

## Things to do, places to go

**If time allows and you would like to do a little exploring while you are in Leigh, there is plenty to see and do.**

With Goat Island Marine Reserve right on our doorstep, beautiful walks and beaches as well as wine, art, food and shopping – there are activities and sights to satisfy everyone's tastes.

Our local Leigh business website has a comprehensive directory and explanation of all that's on offer. [www.leighbythesea.co.nz](http://www.leighbythesea.co.nz)

If you would like any further information or to make some bookings, we are happy to help.