

ORLANDOCOUNTRY

'designed to outperform'

wedding guide

at The Orlando Country Club

wedding information pack 2018

*All information provided is a guide only



The Orlando Country Club

Weddings at the Lake House

A 'country wedding' just a stone's throw from the city!

Featuring the Orlando Country 'Lake House' with its beautifully landscaped surroundings and un-obstructed rural views with an endless offering of perfect photo opportunities.

As an all in one wedding venue Orlando Country Club has an impressive style all of its own.

Very little is required in the way of additional theming for your wedding, with maybe the exception of a few fresh flowers and your own personal touches.



ceremony & receptions

The following information is to be used as a guide only.

Wedding Reception:

Venue hire - (excludes wedding ceremonies)

November & December - \$4000

January, February & March - \$3000

April & May - \$2700

June, July & August - \$2500

September & October - \$2600

Reception venue hire = exclusive use of venue from 4.30pm

What's included in your wedding reception hire:

- You will have exclusive use of the Orlando Country facilities for your wedding reception
 - Management and co-ordination of your wedding, including two meetings with our functions coordinator, along with email correspondence.
 - Setup and post wedding cleanup.
 - Tables, white table cloths, linen napkins and chairs, with a full valance for your bridal table.
 - All staffing, glass ware etc
 - A selection of after ceremony games for guests during canapés and drinks on the veranda, prior to your reception dinner, including giant jenga and petanque.
 - Driving range balls available for purchase at corporate rates prior to your reception dinner.
 - An Orlando bridal hamper to take with you for your photos at Orlando Country
- Please note that there may be (depending on the extent) an additional venue charge for excessive personal styling that is required for your venue set-up.

To confirm your wedding date, we require a deposit equal to 50% of your applicable venue hire. This deposit is non refundable, although the full amount will be credited back to your final invoice provided your wedding does take place at Orlando Country.

Wedding ceremony:

We would love to host your wedding ceremony on site at the Country Club. With several locations available around the grounds you can decide on the ideal location once you have had a chance to talk to your photographers etc.

Ceremony pricing is based on timings allowing for us to offer an exclusive venue to you and your guests at a time that suits you.

- 4.30 service \$1000 - venue exclusive from 4pm
- 4pm service \$1500 - venue exclusive from 3.30pm
- 3.30pm service \$2000 - venue exclusive from 3pm

What's included in your wedding ceremony fee:

- You will have 'exclusive' use of the Orlando Country Club facilities for your wedding ceremony based on your chosen time, with guest access allowed for up to 30 minutes prior to your ceremony / service time.
 - A wedding service rehearsal prior to your wedding.
 - Chairs & set up for service, PA system, wine barrel for signing, bridge bows.

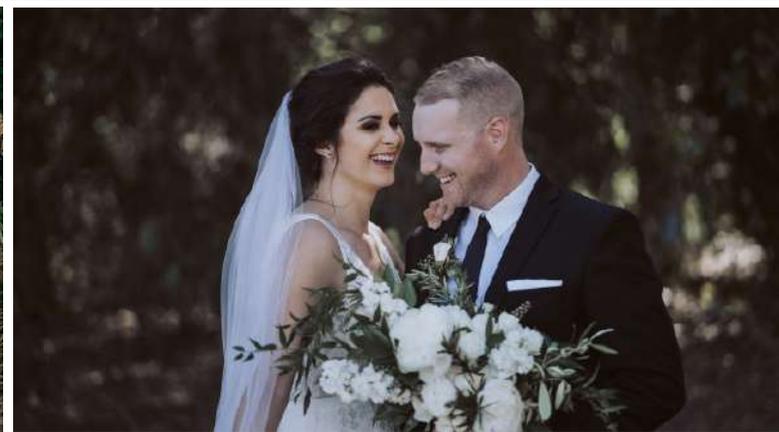
Minimum Spend

In order to book a Friday or Saturday wedding during the months November through April, we do require a minimum spend.

Although this would usually only be applicable for weddings of less than 50 guests.

Off peak, Sunday or weekday weddings do not require a minimum spend.

All prices are current until 30th September 2018



sample wedding day itinerary

The following is only an example of a possible wedding day itinerary and is based on a 4:00pm 'Wedding Service' on site with photographs in the grounds at Orlando Country.

3:30pm: Groom, groomsmen and guests arrival

The groom and his bridal party arrive at Orlando Country

3:55pm: The arrival

The bride and bridal party arrive and the guests are asked by the MC to be seated

4pm: The marriage ceremony begins

Signing of the register

Procession of the bridal party

4:30pm: Family and group photos are taken

4:45pm: Bubbles and canapés served

The bridal party head off for photos with a bridal hamper of drinks, canapés and a rug

5:50pm: The bridal party returns

The MC will invite all guests inside to be seated as the bridal party return from photos

6:00pm: The reception

Guests are seated awaiting the announcement of the bride and groom

6:05pm: First speeches

6:30pm: 'The Wedding Breakfast'

The MC announces that the main course is to be served and will be followed by the rest of the speeches.

Speeches

Cutting of the cake

Dessert is served

Telegrams/emails

The bridal party are then called on by the MC to read any faxes, emails telegrams etc.

Tea/coffee

Served to guests along with the wedding cake.

The first dance

Conclusion

Weddings at The Orlando Country Club are to conclude no later than 11:30pm

wedding menu 1

canapés

Our staff will serve a selection of canapés to guests during activities & drinks on the veranda.

main

(Served individually plated 'semi-set' style)

Whole seared medium beef eye fillet,
served on creamy potato mash with char grilled capsicums,
slow roasted vine ripened tomato with a balsamic glaze,
pea puree with horseradish cream,
strings of beetroot & a cabernet infused jus.

Also served to your table:

Marinated chicken tenderloins served with a sav blanc cream

Served with:

Fresh salad greens w a balsamic dressing

dessert

(Your guests may choose from either of the following)

Rich Chocolate Torte

A wicked chocolate treat, served w a decadent chocolate sauce and fresh cream

Individual Traditional Pavlova

Served with fresh cream, passionfruit sauce and a berry couli

The price of this menu is \$79.90 pp

All prices are current until 30th September 2018



wedding menu 2

canapés

Our staff will serve a selection of canapés to guests during activities & drinks on the veranda.

entrée

Smoked salmon stack on blinis with cream fraiche & a handful of fresh herbs.

main

(Served individually plated 'semi-set' style)

Whole seared medium beef eye fillet,
served on creamy potato mash with char grilled capsicums,
slow roasted vine ripened tomato with a balsamic glaze,
pea puree with horseradish cream,
strings of beetroot & a cabernet infused jus.

Also served to your table:

Pork belly on carrot puree with caramalised apple.

Served with:

Slow roasted vegetable and mesclin salad w a ginger and basil dressing

dessert

(Your guests may choose from one of the following)

Rich Chocolate Torte

A wicked chocolate treat, served w a decadent chocolate sauce and fresh cream

Orlando Ambrosia

A light luscious dessert combining fraiche, creams, yoghurt, berries, fresh fruit, marshmallows and chocolate, swirled with delicious berry couli and a chocolate sauce

Individual Traditional Pavlova

Served with fresh cream, passionfruit sauce and a berry couli

The price of this menu is \$99.90 pp

All prices are current until 30th September 2018



wedding menu 3

canapés

Our staff will serve a selection of canapés to guests during activities & drinks on the veranda.

entrée

Pork belly served on carrot puree w caramalised apple & petite salad.

main

(Served individually plated 'semi-set' style)

Rack of Lamb

served on creamy potato mash with slow roasted vine ripened tomato in a balsamic glaze, beetroot chips, minted smashed pea with a horseradish cream, beetroot puree, baby carrots, a cabernet infused jus & rosemary.

Also served to your table:

Whole seared medium eye fillet with a cabernet infused jus.

&

Oven baked south island salmon fillet in a lemon butter cream.

Served with:

A roast vegetable salad with a basil & ginger dressing.

Fresh salad greens w a balsamic dressing

dessert

(guests choose from the following on the night)

Orlando Ambrosia

A light luscious dessert combining fraiche, creams, yoghurt, berries, fresh fruit, marshmallows & chocolate, swirled with delicious berry couli and chocolate sauce

Rich Chocolate Torte

a wicked chocolate treat, served w a decadent chocolate sauce & fresh cream

Fromage Cake

Berry cheesecake with a berry couli & fresh cream

tea & coffee

served w wedding cake

The price of this menu is \$115.50 pp

All prices are current until 30th September 2018

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entrée menu

Extra entrée's may be added POA

Rack of lamb
served w mint and mesculin

Smoked salmon stack
on blinis with cream fraiche & a handful of fresh herbs

Pork belly
served on carrot puree w caramalised apple & petite salad.

Vegetarian Terine
A garden vegetable terrine w crumbled feta a tomato & chilli compote topped w herb oil

Tender Lamb & Vegetable Kebab
Served on a bed of fresh salad leaves drizzled with a balsamic dressing

canapé menu

Extra canapés may be added at \$4.50 per piece

dainty meatballs with a tomato, soy & honey sauce | blinis with cream cheese & smoked salmon topped with chives | bamboo skewers with prawn, avocado & cherry tomatoes | pulled pork tacos | arancini balls | cocktail sweet corn fritters topped with smashed avocado & chilli jam | bamboo skewers with grape, camembert & chorizo | crumbed croquettes spinach & feta fillos | hummus, pesto & sundried tomatoes on crispy rounds | rolled rare beef on crostini with mustard cream cheese & beetroot relish | filo triangles with blue cheese & walnuts | prawn cutlets with lime and sweet chilli | lamb cutlets | bamboo skewers with pear & blue cheese wrapped in prosciutto | cucumber rounds with pesto, cream cheese & sundried tomatoes | dainty savouries | cocktail sandwiches | devils on horseback lamb kebabs with tzatziki | savoury red pepper bites | freshly baked sausage rolls | mini asparagus rolls | baby quiches | fresh breads | fish goujons & tartare | chicken curry fillos

extras menu

Slow Roasted vegetable salad - with a ginger and basil dressing

Broccolini/asparagus (if in season) with a hollandaise sauce.

Coronation chicken - served with whole grain rice and garnished with capsicums.

Greek salad

Ham on the bone with a brandy and apricot glaze

Country style potato salad

Tomato and basil salad with balsamic vinaigrette

Broccoli and green bean salad

Slow roasted butternut squash

Blue cheese and rocket with an orange vinaigrette

Tomato Pasta Salad

(Please enquire re pricing)



Activities

Orlando Country Club offers a range of activities that your guests can participate in before being seated while you are having photos taken.

Golf driving range - This includes all golf clubs supplied for your guests
Petanque
Croquet
Giant Jenga

Day after brunch

Depending on availability, we are happy to welcome the “newlyweds” and any stay-over guests for brunch, the day after your wedding. (conditions apply based around availability)

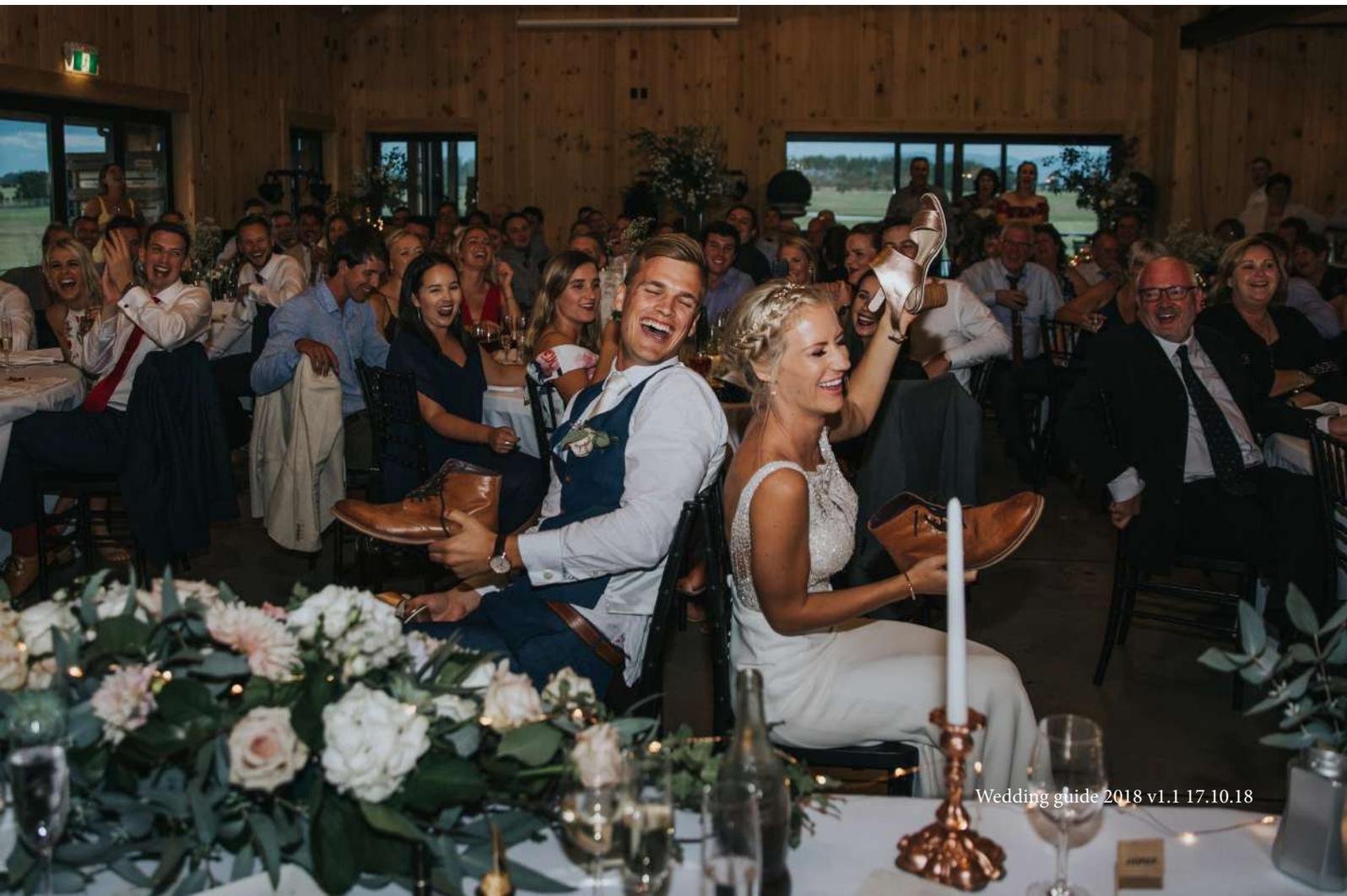
The Bar

Our bar is fully licensed, and is usually operated as a tab system, with one account per group, or, if your guests are purchasing their own drinks, we can operate a till and eftpos machine. A wine list is available, please be aware that the vintages and prices are subject to constant change depending on availability.

Please do note that our licence and policies do not allow for any form of BYO alcohol to be brought onto the property.

Cuisine

Our chefs produce exceptional food which can be altered slightly to suit.
We can also cater for vegetarians and other dietary requirements
- please just let us know in advance.



The following information is to be used as a guide only.

Celebrants

Angela Wilson - angela@crosshills.co.nz
 Sarah Topliff (lets get you wed!) - 021 023 60657
 Huia Borell - goose.tu@slinghot.co.nz
 Sally Cleary - seabird@inspire.net.nz
 Reverend Peter Brown - 027 348 8800
 Sally Henderson - 027 497 1696
 Sarah Kelly - 021 933 364

Photographers

David Le - davidle.co.nz (featured in this pack)
 Melissa Maguire - melissamaguire.co.nz (featured in this pack)
 Binh Trinh - info@ppp.net.nz (featured in this pack)
 Toni Larsen - tonilarsenphotography.co.nz
 Avodah - info@avodah.co.nz
 Bernadette Peters - info@bernadettepeters.co.nz
 Kevin Bills - kbphotography.net.nz
 Brad Boniface - brad@bradboniface.co.nz
 Laura Ridley - laura@lauraridleyphotography.co.nz

Bands

We require a \$100 set up/pack down fee

Twisted - facebook.com/Twistedofficial (dance)
 Six Chairs Missing - 027 465 4779 (dance)
 Flip - flipband.co.nz (dance)
 Shaun Presten - shaunpresten.com (dance & background)
 Noodles - thenoodles.co.nz (dance)
 TOM the band - 021 645 978 (dance)
 One Voice - Darren Wallace - 027 272 7329 (dance & background)
 Infinity - Tim & Amy - 0211752311 (dance & background)
 Moxy 021-027-23102 (background)

Transport

Tranzit Coachlines - tony@tranzit.co.nz
 Palmerston North Taxis - 06 355 5333



optional extras & hireage

| | |
|---|--|
| White table cloths Bridal table = 1 x cloth per 4 persons | Included in your reception venue hire |
| Bridal table valance / skirt | Included in your reception venue hire |
| Chair covers - white | \$8.50 cost includes staff covering each chair |
| Chair sashes - black or silver | \$3.50 cost includes staff to tie them |
| <p>NB: If you are bringing your own chair covers there is a \$1.50 charge per cover for us to put them on for you and also a \$1.50 charge per sash to tie your brought in sashes.</p> | |
| Chair cushions (black, cost per unit) | \$2.90 cost includes staff to apply them |
| Red carpet and bollards | \$90 |
| Table napkins - white or black | Included in your reception venue hire |
| Treasure chest - a wooden treasure chest to place wedding envelopes | \$25 |
| Coat rack at entrance (approx. 20 coats) | Included in your reception venue hire |
| Bridge bows | Included in wedding service hire |
| Wedding service music - Our portable, blue tooth sound system and chordless microphone are available | Included in wedding service hire |
| The Orlando wedding dance music sound system (with your own playlist from the likes of Spotify) | \$390 (your playlist) |
| On The Orlando Country Club premise after allocated hours - depending on numbers we have a minimum 'time extension' charge of \$15.00pp per hour for all guests on site beyond the set time. | \$15.00pp per 1/2 hr |
| Band setup/pack down fee | \$100 |
| WIFI (limited speed as is a satellite connection) | no charge |
| 50 inch TV (on portable stand with laptop connection.) | \$80 |
| Projector and 120inch screen | \$100 |
| 120 inch screen only | \$25 |
| Microphone | Included in your reception venue hire |



terms & conditions

Please make sure you have read & agree with these terms and conditions prior to confirming your wedding with us: Once you have confirmed your wedding, the agreed venue charge will remain the same unless, in which case we reserve the right to re-evaluate the venue charge accordingly.

All other costs that we have no control over including menu & drinks prices etc, along with all other services that are provided to us & including local & govt taxes are subject to price changes at any time. To confirm your wedding date, we require a deposit equal to 50% of your applicable venue hire. This deposit is non refundable, although the full amount will be credited back to your final invoice provided your wedding does take place at Orlando Country. Please note, this amount may be less any costs for damage or loss, should they occur, as this would go towards our insurance excess.

We request that you try to keep number changes to a minimum & that if at any stage they do alter you should notify us as soon as possible, as we do reserve the right to charge for any changes that impact on the venue charge. Early notification may allow us to plan ahead & in some cases, at our discretion, keep this charge to a minimum for you.

It is very important to send through your final numbers 10 days prior to your wedding, as this will be the minimum number of guests we will need to charge for, with any guests in excess of this number charged at the agreed amount.

Please advise us of any guests who have special dietary requirements at this time along with names.

We reserve the right to refuse menu alterations if we feel they may reflect on the venue, for example, substituting desserts for wedding cake or removing Canapés etc, would not reduce the overall price and in some cases, depending on the changes, there will be an increase, as we would have to substitute with alternative dishes to ensure quantity.

Due to fluctuating produce prices all menu and refreshment prices are subject to change without notice - please check the website often for current menus & prices before making your choices.

Also please note that as weddings are often booked up to 12 months or 2 years in advance, there is a very good chance the menu you booked in on, is no longer available. If this is the case then we may be able to recreate something very similar for you and although we may not be able to match the original pricing, we will do our best for you.

Payment is due within the week prior to your wedding day and is to include if applicable your refreshment limit, which maybe topped up via credit card should you wish to increase the value, or we will issue a credit for any unused portion of your allocated tab.

By prior arrangement an invoice may be issued with a "payment due by" date.

Please note: All unpaid accounts will incur interest charges at a rate of 1.6% per month with all collection costs added to the amount owing. Preferred payment is by internet transfer. Payments made by credit card will incur an administration charge. All wedding costs are allocated to one account (please let us know prior to your wedding if you would like you're a/c split in any way). All unpaid expenses and damages incurred by your guests will be added to your final A/c.

Please note, that if you plan to have candles on the tables, they may damage the table cloths, which are then charged for. (even non drip candles still drip!)

Food & alcohol are forbidden to be brought on to any part of the property & in order to protect our licence, any offending guests will be requested to leave. By prior arrangement; wedding cakes, baby food & some edible table settings are an exception.

Your guests are more than welcome to leave their cars on site overnight if they wish, although this is at their own risk.

Photographs

Photos, videos & recordings - When you book a function at Orlando Country you & your photographer agree to allow Orlando Country the right to take and use any photos videos etc that are taken by us on site for marketing & promotions as it wishes, Orlando Country Club has no obligation to in any way give credit, or make payment for any image or recording taken at Orlando Country & used for promotional purposes. Please make sure your photographer is aware of this before committing to any contracts. Please let us know if you wish to make any alteration to the above terms in regards to this.

Photo-booths/Candy Bars/Lanterns/Excessive Centre Pieces/Your own table cloths & chair covers etc - sometimes incur an additional fee depending on setup, along with any venue alterations (ie removal of any existing decor).

There is an endless array of options and individual preferences available for weddings, but please do check that whoever you choose to supply services are compatible with The Orlando Country Club rules as we do have restrictions in regards to setup and pack down times, dress codes and general standards etc. Please check with us if you are unsure.

We have attempted to include all the normal requirements within our standard venue charge and then make available the above as optional extras. Hire centres also have other ideas and items that you may wish to add.

Wedding Services & Wedding Planning

We will help you plan your wedding day in regards to the wedding service & reception at Orlando Country & can put you in contact with florists, bands, photographers, beauty therapists etc that are approved by The Orlando Country Club.

If you are hiring a Wedding Planner we are more than happy to have them involved in your meetings as part of your allocated planning time with us, although there would be additional administration charge for all correspondence via 3rd party representatives. Please enquire prior to booking the venue & we can quote any extra costs that maybe incurred via a personal wedding planner if any. Wedding Ceremony Chairs - Guests seating is supplied & set out for your wedding service along with a signing table (This is included in your wedding ceremony fee).

All children under 16yrs must be fully supervised by an adult at all times. We request that all guardians report to us on arrival so that we can point out all danger areas within the property & advise on safe boundaries to keep children within.

Please remember - No food, alcohol or refreshments of any kind are to be brought onto the property as this puts Orlando Country in direct breach of our food and liquor license due to unmanaged consumption by guests resulting in a loss of license.

frequently asked questions

Can we make changes to the menu?

Menus are pre-set, but we do allow for special dietary requirements which are organised prior to the wedding day and adjustments to suit particular clientele providing the alterations will not in any way reflect on the standards of the Orlando Country Club. Dietary changes on the night of the wedding will incur an additional charge.

What time can our guests arrive at the venue?

Wedding timings are based on set itinerary's & we request that you please try to keep to this as best as possible so we are ready for your guests when they arrive. If however you have exclusive use for the evening then we are happy to work in around your specific needs if possible.

When do our final numbers need to be confirmed?

We would expect to please be kept up to date as best as possible, but final minimum numbers to be charged for are 7 to 10 days prior to your event.

How long can we stay?

Weddings at Orlando Country Club finish at 11:30pm, to ensure our obligations of a fully vacated Country Club by no later than midnight.

Can you arrange transport for us?

We have some very good contacts and are happy pass these on to you to ensure guests are able to vacate the venue both safely and within our curfew time.

What are our payment options?

An invoice can be issued prior to your wedding for advance payment, or we can discuss options with you. Please note that credit card payments require a 1.9% admin fee to cover our costs.

Can we bring our own food & alcohol?

No food or alcohol is to be brought onto any area of the property without the express permission of management. This includes anywhere within the entire property owned by the Orlando Country Club & includes all access ways, carparks & the golf course - as this puts Orlando Country in direct breach of our food and liquor license due to un-managed consumption by guests resulting in a loss of license. Pre-arranged exceptions are sometimes allowed for, provided we are able to prove an acceptable level of management within our licence conditions.

Is there a discount for children?

We do have provision for children under 12yrs old, although please note that conditions do apply, please enquire.

What age restriction do you have?

All guests under the age of 18 must be introduced to our duty manager on arrival & all children under 16yrs must be fully supervised by an adult at all times. We request that all guardians report to us on arrival so that we can point out all danger areas within the property & advise on safe boundaries to keep children within.

Can we leave our vehicles on site overnight?

Your guests are more than welcome to leave their cars on site overnight if they wish, although this is at their own risk.

Can we run a bar tab for our wedding?

Yes, most weddings run bar tabs of some kind - please let us know in advance & we can set this up for you, but we do require limits to be set in place.

How much will it cost?

We have tried to list as many prices as possible for you to be able to budget for your wedding and provided you are happy with the overall layout of our venue. Just add in menu pricing and the amount you would expect to spend on drinks (prices are on the website)

Do we have to pay for dance music?

We have for hire a built in music system that can run spotify from your phone/ laptop etc and includes lighting. Please note that Bands, Dj's etc do incur a fee of \$100 to allow access for set-up and pack down outside of our normal hours.

What about background music?

Our sound system can play background music from your spotify playlists at no extra charge.

Can we have 'exclusive use' for our reception?

All venue hire options include exclusive use from around 5:30pm or for weddings that include an onsite ceremony we do have various price and timing options for private use.

What activities are available to our group?

After your service and during photos, drinks and canapés, guests are welcome to hit a few driving range balls, play petanque or giant jenga on the veranda.

What size tables do you have?

The guests tables are all large rounds that seat up to 12 guests each, with the bridal table being a long rectangle to suit the number guests in the bridal party.

Do you have a floor layout and seating plan?

Yes we do, we can send this to you once we know your approx. numbers including your preferred layout and bridal table numbers.

Do you have a board we can put our seating plan onto?

Yes we have a board and easel available at no charge.

Do we pay for both an onsite ceremony separately if we are booked in for our reception at the venue?

Yes, as a wedding ceremony at the Country Club is only available if you are having a full wedding reception with us, as an alternative to a church etc, so is an additional event hosted by us and includes everything from set-up to rehearsals, we will also need to shut to the public for your service.

contact

Orlando Country is happy to answer any questions you have regarding any event or function and we can be contacted via the details below:

Phone

06 280 2913

Email

info@orlandocountry.co.nz

Website

orlandocountry.co.nz

Address

The Orlando Country Club
748 Rangitikei Line, Palmerston North
New Zealand, 4475

