

# THE BOATSHED KARAPIRO

## FOR BUSINESSES



### WHY CHOOSE THE BOATSHED?

The Boatshed Karapiro specialises in corporate conferences, business events, private functions and weddings. Understated yet stylish, our venue is a world away from generic conference spaces. You will find us nestled in a unique, expansive space on the banks of the beautiful Lake Karapiro, providing a peaceful setting for your next meeting or conference. Whether you're organising a small workshop or a full scale conference, we have flexible indoor and outdoor spaces available.

Your group will be looked after by our friendly professional team ensuring your meeting runs smoothly in a comfortable and relaxed environment. We source the finest in fresh produce to serve simple, vibrant and tasty food that reflects our surroundings. Our valued clients include the likes of Fonterra, ANZ, BNZ, Kiwibank, BCITO, Anexa, University of Waikato & Te Waananga o Aotearoa.

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### FACILITIES & BASIC INFORMATION

Your hireage includes tables, chairs, glasses, sound system and microphone. Whiteboard and markers are available upon request at no charge. Our dedicated meeting room is sound treated with a black out option available.

A projector & screen are available for a small charge.


Indoor & outdoor spaces perfect for breakouts and down time.

The main venue and meeting room are fitted with heat pumps. The enclosed deck has portable heaters so is not warm as the other spaces in winter.

If you are after team building options, we work with a group of Waikato activity & entertainment providers.

The Boatshed Karapiro is located 12 minutes south of Cambridge & only 20 minutes from Hamilton Airport. ALL PRICING EXCLUDES GST.

### ROOM OPTIONS & COSTS

Room	Layout Options	Capacity	Duration	Notes	Price
<b>Whole Venue</b>	Banquet Style Tables of <10 Boardroom Style Tables <30 Open ended Tables (rectangle) <8 Theatre Style	100 90 80 100	Flexible		P.O.A  
<b>Meeting Room</b>	Banquet Style Tables of <10 U Shape Boardroom Style Table <18 Classroom Style Open ended Tables <8 Theatre Style	40 22 - 24 18 20 32 50-60	<b>Half Day</b> 8am - 12pm 1pm - 5pm  <b>Full Day</b> 9am - 4pm	Black Out Option Extra Hours \$80	\$320.00     \$450.00
<b>Enclosed Deck</b>	Banquet Style Tables of <10 U Shape Boardroom Style Tables <30 Classroom Style Open ended Tables <8 Theatre Style	70 40 60 20 64 80-90	<b>Half Day</b> 8am - 12pm 1pm - 5pm  <b>Full Day</b> 9am - 4pm	Extra Hours \$80	\$320.00     \$450.00

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## CATERING OPTIONS & COSTS

### **FULL DAY \$50**

MORNING TEA & LUNCH & AFTERNOON TEA

### **HALF DAY \$40**

MORNING OR AFTERNOON TEA & LUNCH

#### ***Morning tea***

*fresh baking & urn tea and coffee*

#### ***Lunch***

*see sample menus*

#### ***Afternoon Tea***

*assorted sweets & urn tea and coffee*

#### **buffet lunch sample**

Roast Beef Fillet  
House Smoked Salmon Salad  
Leafy Salad  
Fresh Bread Aioli & Relish  
\*\*\*\*\*

Homemade Bacon & Egg Pie  
Chicken Waldorf Salad  
Leafy Salad  
Little Potatoes with Parsley  
Aioli & Relish

#### **"working" lunch sample**

Fresh Ciabatta Buns filled with selection of..  
Rare Beef  
House Smoked Salmon  
Bacon & Egg  
Marinated Chicken & Vegetables  
\*\*\*\*\*

Selection of Sweets  
Fresh Fruit

#### **platter lunch sample**

To include items such as..  
Homemade Hummus  
Arancini  
Roasted Seasonal Vegetables  
Fresh Vegetables  
House Smoked Salmon Fillet  
Roasted FR Chicken Drums  
Gourmet Cheeses  
Mediterranean Specialties  
Spanish Tortilla  
Gourmet Sausages  
Fresh Bread  
\*\*\*\*\*

Items dependant on availability  
Served with plates

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## DRINK'S LIST

### colds

Fizz by the glass

llb . ginger beer . pink grapefruit . peach ice tea . blackcurrant 5

Juice by the glass

orange . apple . cranberry . tomato 5

Coke & Sprite 5

Almighty Sparkling Water charcoal filtered . yuzu lime . peach & ginger 6

Mango Smoothie . mango . pineapple . banana . turmeric . coconut milk 7.5 gf/vg

Berry Smoothie . berries . banana . coconut milk . juice . maple 7.5 gf/vg

### coffees

black 4 . white 5

large . soy . coconut . syrup 5.5

mocha . chai . hot choc 5.5

iced drinks

iced coffee . iced chocolate . iced mocha . iced chai 6.5

teas

tea for one . 4 . for two . 7

english breakfast . earl grey . pepp . cham . green . mango . raspberry . ginger & turmeric

### the boatshed cocktails

Espresso Martini . Peach & Rosemary Gin Fizz . Reposado Margarita 16

### beer & cider

Waikato . Monteith's Original Ale 7

Heineken . Heineken Zero . Steinlager 8

Corona 9

Croucher's . lowrider (2.5%) . grapefruit IPA (7%) . pilsner (5%) . enduro pale ale (5%) 11

Monteith's Crushed Apple Cider 8

Good George Cider . doris plum . passionfruit . rose strawberry and lime 9

### wine

Mills Reef Estate Pinot Gris . Hawke's Bay . 9 gl . 40 btl

Mills Reef Estate Sauvignon Blanc . Marlborough . 9 gl . 40 btl

Mills Reef Reserve Rose . Hawke's Bay . 11 gl . 47 btl

Mills Reef Reserve Chardonnay . Hawke's Bay . 47 btl

Mills Reef Merlot Cabernet . Hawke's Bay . 9 gl . 40 btl

Mills Reef Reserve Pinot Noir . Marlborough . 47 btl

### bubbles

Mansfield & Marsh . New Zealand . 40 btl

Veuve du Vernay Blanc de Blancs Rose 200ml . France . 13

Veuve du Vernay Blanc de Blancs Brut 200ml . France . 13

Moet & Chandon Brut . France . 120 btl

### spirits

Please ask us about our selection of spirits. Single 8 . Double 13

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## ONSITE & LOCAL ACTIVITIES



Available Onsite	Find out a little about us...
 <p>The Boatshed Kayaks Lake Karapiro, Cambridge, New Zealand</p>	<p>Situated adjacent to the Boatshed on the edge of Lake Karapiro, The Boatshed Kayaks offers kayak trips such as Paddling Karapiro, Glow Worm Trips and Stand Up Paddle Boarding including Waikato and Cambridge Trips. <a href="http://www.theboatshed.net.nz">www.theboatshed.net.nz</a> Ph 07 827 8286</p>
 <p>cluedup unique events</p>	<p>We design &amp; deliver fun, memorable &amp; engaging events. You can choose an event from our menu of masterfully crafted live events. Or you can engage our team of event creatives to design and deliver a truly unique event experience, especially for you and your objectives. <a href="https://cluedup.co.nz/">https://cluedup.co.nz/</a></p>
 <p>VINTAGE GARDEN GAMES</p>	<p>Vintage Garden Games hire out giant size lawn games. The Boatshed has a set of Jenga, Connect Four, Quoits, Croquet &amp; O's &amp; X's that we keep on site that we hire out at the reduced price of \$100 ex gst. <a href="http://www.vgg.co.nz">www.vgg.co.nz</a></p>
<p><b>Archery Experience</b></p>	<p>Archery makes a great fun team building event everyone can enjoy. Have your team try something new together with a little friendly competition to see who wins the trophy we supply. <a href="http://www.archeryexperience.co.nz">www.archeryexperience.co.nz</a> Ph 027 711 9296</p>

Need Transport	Find out a little about us...
 <p>TRIKI'S BUSES HAMILTON</p>	<p>Our team of professional, experienced drivers each have their own area of speciality. When booking with us we match you with the right driver to give you an engaging enjoyable travel experience. <a href="http://www.trikisobuses.co.nz">www.trikisobuses.co.nz</a> Ph 0800 874 547</p>
 <p>Karapiro Charters &amp; Tours</p>	<p>Karapiro Charters &amp; Tours is a family business, which strives to offer a better service to our clients, with a personal touch. <a href="http://www.karapirocharters.co.nz">www.karapirocharters.co.nz</a> Ph 07 827 4971</p>

Local Activities	Find out a little about us...
 <p>TOUR OF DUTY PAINTBALL</p>	<p>Experience the fun filled adrenaline pumping excitement as your team out wit, out shoot and outrun the opposition. Stag and Hen paintballing, birthday party or team building, whatever the occasion Tour of Duty is the venue for you. <a href="http://www.tourofduty.co.nz">http://www.tourofduty.co.nz</a> Ph 07 8275519</p>
 <p>TIVOLI CINEMA</p>	<p>Looking for a relaxing option before or after a meal, there is no better way to wind down than with a good movie. Tivoli is a small and stylish boutique Art House cinema in the heart of Cambridge. <a href="http://www.tivolikinema.co.nz">www.tivolikinema.co.nz</a> Ph 07 8235064</p>



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## HOUSEKEEPING & HEALTH & SAFETY

MC / Coordinator to introduce themselves to Management on arrival.  
MC / Coordinator to be thoroughly familiar with the schedule as it is their responsibility to advise and organise guests to be where they need to be when they need to be there. It is their responsibility to advise us of any changes to times as they may arise so we can do our best to adjust.  
Bathrooms are located past the bar to the right behind the fireplace.  
A reminder that we are bound by The Sale & Supply of Alcohol Act 2012.  
UNDERAGE OR INTOXICATED persons will NOT be served. We will expect your assistance/cooperation in dealing with any guests who are behaving inappropriately and understand that they may need to be removed from the site.  
Our licensed area is marked with festoon lights and signs on the carpark side and alcohol cannot be taken past this point.  
Outside mingling after 9pm time is to take place on the entrance side of the building towards the copper beech on the round lawn towards the car park. The deck will be effectively "shut down" from this time. Guests to please respect that we have close neighbours.  
Anyone who needs a lift please mention to a staff member who can organise. Bear in mind that there may be a wait as we are a wee way out. All taxis/lifts must be organised so that guests are off the property at 11.30pm. We suggest having rides booked by 10pm for no later than 11.20pm pick up.  
Bar closes/Music stops no later than 11.15pm. Suggested by 11pm.  
Note that in accordance with NZ law, whether you BYO or not..that once opened, alcohol cannot be taken off site.  
If children are in attendance they must be supervised at all times.

### HEALTH & SAFETY

The boatshed requires all guests to abide by their Health & Safety Policies and posted signs. We recommend you have your MC or a member of our staff run through general housekeeping and advise guests what to do in the event of an emergency. (Emergency procedures are posted in the venue at entrances/exits and also as provided on the following page)  
If children are in attendance they must be supervised at all times.

#### HAZARDS OF NOTE

THE LAKE!

THE SUN! USE HATS & SUNBLOCK - KEEP HYDRATED

CARS! PLEASE OBSERVE THE SIGNPOSTED LIMITS

LARGE GLASS DOOR TO DECK - BE MINDFUL OF WALKING INTO IT WHEN CLOSED

FLOOR LEVEL CHANGE! FROM MAIN ROOM TO DECK - BE MINDFUL

ALCOHOL! KEEP UP THE FOOD AND NON ALCOHOLIC BEVERAGE LEVELS

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### EMERGENCY PROCEDURES

#### Emergency Procedures

##### **DIAL 111**


##### **FIRE, AMBULANCE, POLICE, GAS or CHEMICAL SPILLS**

1. Tell the Operator what service you require
2. Wait until the Service answers
3. Tell them **TYPE** of emergency (Accident, fire, gas or chemical spill)
4. Provide your contact details – stay on the line and follow instructions
5. Send someone to meet and direct the Rescue Unit/Ambulance/Police


Company Name:	<b>The Boatshed Café</b>
Address:	<b>21 Amber Lane, Cambridge</b>
Phone:	<b>07 8278293 / 0800 743 321</b>



Politely refuse access or information to news media or public

H&S Representative: **Katie Schick** Phone: **021 353 400**

 <b>MEDICAL CENTRE:</b>	<b>Cambridge Medical Centre 07-827 7184</b> <b>48 Alpha St, Cambridge</b>
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 <b>FIRST AID:</b>	<b>In the Kitchen</b>
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 <b>FIRE:</b>	<b>On the walls as sign posted</b>
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 <b>GPS:</b>	<b>-37.937848, 175.557351</b>
 <b>EARTHQUAKE</b>	<p>If you are inside a building, move no more than a few steps, drop, cover and hold. Stay indoors till the shaking stops and you are sure it is safe to exit. In most buildings it is safer if you stay where you are until the shaking stops.</p> <p>If you are outdoors when the shaking starts, move no more than a few steps away from buildings, trees, streetlights, and power lines, then Drop, Cover and Hold.</p>

**A CONTINUOUS FIRE ALARM or LONG CONTINUED HORN BLASTS FROM A VEHICLE indicates an Emergency requiring Evacuation of the Site.** All personnel on site are required to proceed immediately and in an orderly fashion by the safest route and assemble at the designated evacuation assembly location and remain there until all personnel are accounted for and you are instructed otherwise.

 <b>EVACUATION AREA:</b>	<b>In the CARPARK . Stand well clear of the Café buildings and emergency services</b>
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**DO NOT return until clearance has been given**

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## BOOKING FORM COPY

### Conference Booking Form

\*Required

1. Email \*

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2. Business Name \*

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3. Date of Event \*

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Example: 7 January 2019

4. Ph Number \*

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5. Contact Name \*

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6. Nature of Booking \*

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7. No. of Attendees \*

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8. Catering \*

Morning and Afternoon Tea includes Um with Tea & Instant Coffee

Mark only one oval.

☐ Full Day

☐ Half Day with Morning Tea

☐ Half day with Afternoon Tea

☐ Lunch Only

☐ Other: 

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### BOOKING FORM COPY

9. Lunch Option \*

See Catering PDF

Mark only one oval.

☐ Buffet

☐ Working Lunch

☐ Platter Lunch

☐ Other: \_\_\_\_\_

10. Dietary Requirements

Please Specify what & number

\_\_\_\_\_

11. Beverages \*

If attendees want drinks in addition to those included at Morning/Afternoon Tea please check ALL applicable boxes

Tick all that apply.

☐ Espresso available tabbed

☐ Espresso available they purchase their own

☐ They can order anything and added to account including alcohol

☐ They can order anything added to account excluding alcohol

☐ They need to pay for any additional drinks

☐ None of the above - I will email instructions

Other: ☐ \_\_\_\_\_

12. Room Layout - Conference Room (If Applicable)

Mark only one oval.

☐ U Shape (<24pax)

☐ Theatre Style (<60pax)

☐ Boardroom - 1 Table (<26pax)

☐ Cafe Seating (<40pax @ tables of <10pax)

☐ Cabaret Seating (<28pax @ tables of <7pax)

☐ Other: \_\_\_\_\_

13. Room Layout - Enclosed Deck (If Applicable)

Mark only one oval.

☐ U Shape (<36pax)

☐ Theatre Style (<70pax)

☐ Boardroom - 1 Table (<40pax) 2 Tables (<25pax per table)

☐ Cafe Seating (<60pax @ tables of <10pax)

☐ Cabaret Seating (<45pax @ tables of <7pax)

☐ Other: \_\_\_\_\_

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### BOOKING FORM COPY

14. Room Layout - Main Room (If Applicable)

The following layouts can depend on weather & if we can use enclosed deck please contact us for further information.

Mark only one oval.

- ☐ Theatre Style (up to 100 pax)
- ☐ Boardroom - 1 Table (<50pax)
- ☐ Tables of 10pax (<100pax) Summer
- ☐ Tables of 10pax (<80pax) Winter
- ☐ Other: \_\_\_\_\_

15. Requirements

Tick all that apply.

- ☐ Blackout
- ☐ Projector (your device must have HDMI / USB C OR DISPLAY PORT)
- ☐ Screen
- ☐ Enhanced Projector Audio
- ☐ Whiteboard

16. Arrival \*

\_\_\_\_\_  
Example: 8.30 a.m.

17. Morning Tea

\_\_\_\_\_  
Example: 8.30 a.m.

18. Lunch

\_\_\_\_\_  
Example: 8.30 a.m.

19. Afternoon Tea

\_\_\_\_\_  
Example: 8.30 a.m.

20. Post Work Drinks

\_\_\_\_\_  
Example: 8.30 a.m.

21. Dinner

\_\_\_\_\_  
Example: 8.30 a.m.

22. Departure \*

\_\_\_\_\_  
Example: 8.30 a.m.

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## BOOKING FORM COPY

23. Any other relevant information

Please include menu choices for any other meals you may be having

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PLEASE MAKE SURE ALL ATTENDEES ARE AWARE OF YOUR SCHEDULE AND WHAT THEY CAN/CAN'T ORDER TO SAVE ANY EMBARRASSMENT OR CONFUSION



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